



## Restoration & Renewal Delivery Authority Board

### Board Summary Minutes

<b>Meeting Date</b>	Monday 29 <sup>th</sup> June 2020
<b>Meeting Location</b>	Remotely via Microsoft Teams and by telephone
<b>Meeting Time</b>	10:00am - 13:00pm

#### Members Present:

<b>Name</b>	<b>Position</b>
Mike Brown MVO	Chair
David Goldstone CBE	Chief Executive
Matthew White	R&R Programme Director
Anne Baldock	Non-Executive Director
Anne McMeel	Non-Executive Director
Neil Sachdev	Non-Executive Director
Dr Simon Thurley CBE	Non-Executive Director
Simon Wright OBE	Non-Executive Director
Dr Stephen Duckworth OBE	Non-Executive Director

#### In Attendance:

<b>Name</b>	<b>Position</b>
Alison Rogers	Head of Programme Development
Linda Thomson	Executive Office Manager
Laura Camilletti	Secretariat

<b>Item</b>	
<b>1.</b>	<p><b>Programme Report</b></p> <p>The Programme Report [April 2020] was presented to the Board by the Programme Director.</p> <p>The following key areas were discussed; restart of survey works, relationship with Northern Estate Programme, Technical Options Papers timelines, Estate-wide strategic Masterplan, and the QEII Design Options.</p> <p>The Board noted that the Masterplan is necessary for the context of the Programme before the Outline Business Case (OBC).</p>



<b>2.</b>	<b>Operating Model and Delivery Strategy</b> The Chief Executive outlined the Operating Model and Delivery Strategy paper. Due to time constraints, it was noted and approved that the Board would discuss the Operating Model and Delivery Strategy in a separate workshop.
<b>3.</b>	<b>Business Plan</b> The Board was presented with the R&R Business Plan that was developed as part of the 2020/21 funding request, and it was noted that all Board members had benefitted from a prior briefing from the Programme Director. The 2019 Restoration and Renewal Act requires the Commissions to set a 'Phase 1 Expenditure Limit' for the funding requirements of the Programme. Interim funding approval has been achieved covering April to June 2020. The R&R Programme Director noted that there is an intention longer term to develop a corporate plan which is less financially focused which will be published on the R&R website for transparency.
<b>4.</b>	<b>Performance Framework</b> The Board was presented with the R&R Performance Framework which included proposed structure, principles, and overarching measurement categories. It was noted that it is important to ensure that the Programme reflects the community it services and that through the performance framework and other policies, this community influence needs to be reflected. There was discussion on wider societal benefits and the importance of the real opportunity to make the Palace of Westminster something of national benefit. The Board noted that the performance framework should not be overly complicated and should focus on key areas like the Corporate Plan and a Balanced Scorecard. It was noted that the Programme Strategic Themes may require their own specific objectives.
<b>5.</b>	<b>Organisational Structure and Recruitment Arrangements</b> The HR Lead provided an overview of the Organisational structure and Recruitment Arrangements. A discussion took place about the potential future relationship with Northern Estate Programme and how it could be integrated into the Delivery Authority if a decision to do so were made. The Board discussed possible organisational models for delivery of the programme and identified that there could be different models deployed for different aspects of the programme.
<b>6.</b>	<b>Update on Director Appointments</b> The Chief Executive verbally updated the Board on progress with the Director Appointments. There are six roles currently being recruited. There are five functional Director roles in the Delivery Authority, and one joint position for DA and Sponsor Body. Shortlist



	meetings are taking place from the end of the week, and panels taking place remotely from 10 <sup>th</sup> July with preferred candidate meetings at the end of July.
<b>7.</b>	<b>Board Committee TOR Endorsement</b> The Chair presented The Board with the updated Terms of reference (TOR) for the Board Committees and the Board was asked to ENDORSE the TORs for final approval at the July Board following review and comments. The Board AGREED the establishment of the Risk, Assurance and Audit Committee, Nominations and Remunerations Committee, Investment Committee and the Health & Safety, Wellbeing & Sustainability Committee. The Board APPROVED their membership and Terms of Reference.