



## Restoration & Renewal Delivery Authority Board Board Summary

<b>Meeting Date</b>	Monday 30 January 2023
<b>Meeting Location</b>	Hammerbeam Room, 1 <sup>st</sup> Floor, 64 Victoria Street, London
<b>Meeting Time</b>	1400 – 1715

### Members Present

<b>Name</b>	<b>Position</b>
Mike Brown CBE MVO	Chair
David Goldstone CBE	Chief Executive
Tanya Coff	Chief Financial Officer
Anne McMeel	Non-Executive Director
Anne Baldock (not present for items 1 and 8.4)	Non-Executive Director
Neil Sachdev MBE	Non-Executive Director
Simon Thurley CBE	Non-Executive Director
Simon Wright OBE	Non-Executive Director
Dr Stephen Duckworth OBE (via teams)	Non-Executive Director

### Apologies

Matt White	R&R Programme Director
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### General Counsel in Attendance

<b>Name</b>	<b>Position</b>
Jane Mee	General Counsel
Richard Caseley	Interim Head of Corporate Governance Process



## **In Attendance**

<b>Name</b>	<b>For items</b>	<b>Position</b>
Mark Jaggard	2	Health and Safety Director
Andy Haynes	3	Commercial Director
Catherine Murphy	6.1	Head of Financial Control and Business Partnering
Michelle Meredith	8.3	Head of Risk
James Young	9	Chief of Staff, Client Team
Chris Dawson	All	Head of Media & Strategic Communications
Lianne Corris	All	Chief of Staff
Alex Cameron (to observe)	All	Director, Socia

## **1. Introductions**

The Chair opened the meeting and noted that a quorum was present.

A new declaration of interest was noted:

- i) Tanya Coff has been appointed as a trustee and treasurer of the Priory Council of the Priory of England, and the Islands of the Order of St John, and a member of the Finance Committee of St John Ambulance.

The Board approved the minutes of the meeting held on 28 November 2022 as an accurate record of the meeting.

Alex Cameron, Socia Ltd attended the meeting as an observer, to inform the Board Effectiveness Review that he is conducting.

## **2. Health, Safety, Wellbeing and Security**

Mark Jaggard gave an update on Health, Safety and Wellbeing (HSW) matters, including ongoing engagement with House authorities on matters such as testing for asbestos. The following points were noted:

- i) The DA have written to relevant House teams regarding asbestos testing in the Speaker's House. House teams have responded and air testing is to be carried out.
- ii) The DA has requested an updated fire risk assessment from Strategic Estates for the basement of the Palace.



### **3. Commercial Dashboard and Procurement Lookahead**

The Board noted the Commercial Dashboard and Procurement Lookahead.

### **4. Chief Executive Report**

David Goldstone reported to the Board. The following points were noted:

- i) The detailed assessment of options has been largely completed; material on the assessment of options for the PB to consider from March has been progressed very positively and is in a good state of development.
- ii) The Programme Board (PB) induction process starts on 31 January and the first PB meeting is on 27 February. This is a month later than previously planned due to delays in PB appointments but the overall timetable is currently being held to.
- iii) The broader Parliamentary engagement plans have been delayed. The DA Board expressed concern at these delays, and this will be fed back to the Corporate Officers.
- iv) The Independent Advice and Assurance Panel has been re-established to carry out a follow-on review of progress in the new R&R Governance Model and its implementation.
- v) The broad allocation of communications responsibilities between the DA, Client Team and house teams have been agreed.
- vi) Collaboration with the in-house teams should be further enhanced by the appointment of the existing interim Strategic Estates Managing Director into a new role focussed on this from the Parliamentary side, and by the arrival of the Managing Director of Strategic Estates.

### **5. Programme Report**

David Goldstone spoke to the Programme Report. The impact of delay to the first Programme Board meeting on later milestones is reported. Noise monitoring of intrusive surveys are being conducted while the Houses are sitting, without undue concerns arising to date.

#### **5.1 Sponsors (Client) Representative Report on Options Work and DA Response**

The Board noted the proposed DA responses and status of actions identified in the October 2022 Sponsors Representative Report presented at the January Board Meeting.



## **6. Financial Position and Budget**

### 6.1 P9 Financial Report

The Board noted the P9 Financial Report.

A verbal update was provided on the 23/24 Budget. Following engagement with Client Board members ahead of the Client Board meeting to consider the Budget, the Executive have been looking at the impacts of alternative scenarios for the Budget, and whether any changes to the timing of planned activities could be made to reduce in year spend.

The Supplementary Estimate has been approved by the Client Board and will now go to the Estimates Commission.

## **7. People Matters**

The Board noted the People Matters Report. The Joint Behaviour Charter (between the Delivery Authority, the Client Team and the Houses) has been issued, and proposals for the required Board non-executive director recruitments are going to the Nominations & Remuneration Committee in March

## **8. Other Matters**

### 8.1 Organisational Performance Summary – review Q3 22/23 Performance Dashboard

The Board noted the Q3 Performance Report.

### 8.2 Corporate Plan

David Goldstone and Lianne Corris spoke to the 23/24 Corporate Plan, an earlier draft of which was noted by the Board in November.

The Board approved the 23/24 Corporate Plan.

### 8.3 Updated Risk Management Policy

David Goldstone and Head of Risk, Michelle Meredith verbally updated the Board on the risk work undertaken since the last Board risk review in June 2022, the Programme risks and the updated strategic risks.

The following points on the Strategic risks were noted:

- i) It should be highlighted on the register and to Programme Board Members that many of the risks and their mitigations are co-owned by the DA and the Parliamentary teams.



- ii) Greater emphasis should be placed on macro political risks, such as delays or policy changes resulting from a General Election.
- iii) In light of recent failed recruitments, the Recruitment & Retention risk needs to be better understood.
- iv) In the Supply Chain risk, more emphasis should be placed on the lead time aspects.

The Board APPROVED the updated Strategic Risks, subject to the comments raised at this meeting being addressed.

## **9. Feedback to Interim Client Team Chief Executive**

Client Team Chief of Staff, James Young (who attended on behalf of Patsy Richards) joined the meeting. Chair Mike Brown provided a verbal update from the meeting.

## **10. Items Referred from the Committees to the Board**

Anne McMeel provided feedback from the 29 November RAAC meeting. The topics discussed included: security, legal compliance and internal audit reporting; the proposed future assurance arrangements in light of the new R&R Governance Model; the 23/24 draft audit plan; and the findings of the annual RAAC effectiveness review. Since this meeting, the annual report and accounts requirements for the DA under the new R&R Governance Model have also been confirmed.

Anne Baldock outlined the key topics for discussion at the Nominations & Remuneration Committee on 8 February: in particular, the DA's Total Reward approach and the Q1 and Q2 organisational performance assessments' justification.

## **11. AOB**

It was NOTED that (1) a £0.5m uplift to the Budget presented at the 28 November 2022 Board meeting was APPROVED by Board Members by correspondence in December 2022 and (2) a Board Sub Committee agreed by correspondence on 19 December to APPROVE the form of the PDA Variation.

It was AGREED to reinstate the delegated authorities of the Investment Committee and Finance Committee, with meetings to be scheduled ahead of key decision points. The respective terms of reference are being updated accordingly.

The Legal Update was NOTED.

The meeting was formally closed by the Chair.