



Restoration & Renewal Delivery Authority Board

Board Summary

Meeting Date	Monday 30 May 2022
Meeting Location	64VS, 1 st floor: Bill Room
Meeting Time	1145 - 1530

Members Present

Name	Position
Mike Brown CBE MVO (MB)	Chair
David Goldstone CBE (DG)	Chief Executive
Matthew White (MW)	R&R Programme Director
Tanya Coff (TC) (via Teams)	Chief Financial Officer
Anne McMeel (AM)	Non-Executive Director
Anne Baldock (AB) (chaired meeting as MB was via Teams)	Non-Executive Director
Neil Sachdev MBE (NS)	Non-Executive Director
Simon Thurley CBE (ST)	Non-Executive Director
Simon Wright OBE (SW)	Non-Executive Director
Dr Stephen Duckworth OBE (SD)	Non-Executive Director

General Counsel in Attendance

Name	Position
Jane Mee (JM)	General Counsel
Laura Camilletti (LC)	Governance Support Officer

In Attendance

Name	For items	Position
Paul Lindsay (PL)	2	Health, Safety & Wellbeing Lead
Claire Maugham (CM)	1-4	Communications Director
Janet Campbell (JC)	1-4	Human Resources Director
Catherine Murphy (CM)	7.2	Head of Financial Control & Business Partnering
Gurdip Juty (GJ)	7.2	Finance and Corporate Services Director, SB
Chris Dawson (CD)	All	Head of Media & Strategic Communications
Linda Thomson (LT)	All	Executive Office Manager



Apologies

Richard Caseley	Interim Head of Corporate Governance Process
Lianne Corris	Chief of Staff

1. Introductions

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

The following new declarations of interest were made:

- (1) David Goldstone is being appointed to be an independent Non-Executive Board member of the Submarine Delivery Agency;
- (2) Anne Baldock has been appointed as a Non-Executive Director of Storegga Ltd.

2. Health, Safety, Wellbeing and Security

The Board APPROVED the revised HSW Policy for immediate implementation.

2.1 Mental Health Action Plan Yearly Review

Paul Lindsay updated the Board on progress on the Mental Health Action Plan. The Board were assured that the Positive Mental Health Ambassadors' (PMHAs) primary function was to support, and to refer colleagues to their line managers who retain their key role in supporting colleagues. The Board were also updated on the steps taken following the decisions of the House Commissions to better equip colleagues to deal with uncertainty in the workplace.

3. Chief Executive Report

David Goldstone briefed the Board. The following points were noted:

- The Clerk of the House of Commons, Dr John Benger, and Clerk of the House of Lords, Simon Burton attended the staff all hands meeting the previous week and gave very positive messages on the future role of the DA in delivering a future programme of works.
- Dr Patsy Richards has been announced as the interim Sponsor Body Chief Executive, and David has had positive introductory discussions with her.
- The preparations underway, and the DA's full involvement in them, ahead of the upcoming joint meeting of the House Commissions (13 June).
- Recent correspondence and political debates relating to use by the Programme of the QE II Conference Centre.



- That DG would raise the issue of work on potential decant locations with the transition steering group, noting that Joint Commission parameters require a wide range of decant options to be considered.

4. People Matters

Janet Campbell provided a verbal update on the colleague survey action and output planning sessions, the launch of the colleague recognition platform and the 21/22 Equality, Diversity and Inclusion (EDI) Report and 22/23 EDI Action Plan.

5. Future Operating Framework

An update was provided under the Chief Executive Report (item 3).

6. Developing New Proposals

Matt White updated the Board on the progress on developing new proposals, noting the need to ensure that these can be supported by effective decision making through the transition period. The following points were noted:

- The proposed approach to the assessment criteria for options, that these will consider both scope and the approach to delivery, and that endorsement of the approach would be sought from the Transition Steering Group in July following consideration by the Board at the end of June.
- The need to ensure a clear narrative in presenting options, that in presenting the options thought should be given to potential areas of challenge, and the recognition that these aspects may require support/resource not currently within the organisation.

7. Financial Position and Budget

7.1 CFO Report and Performance Report for Period 1 FY22/23

Catherine Murphy provided an update on financial performance for the period including the update from Internal Audit.

It was noted that following the submission and approval of the budget, work is ongoing to further refine and allocate planned spend and savings within the estimate. Any areas of overspend will be mitigated through savings and potential underspend in other areas. Opportunities for savings and underspend are being monitored.

The RAAC will monitor and review the requirements for a Supplementary Estimate.



There will be no two year Business Plan this year, due to current Programme uncertainty, so the Board will only be asked to agree a 1 year Budget. The annual financial calendar is being revised to reflect the current status of the Programme.

7.2 Update on Financial Deep Dive Exercises

As part of its review and subsequent approval of the 2022/23 DA Revised budget in March, the Sponsor Body Board requested deep dive reviews of planned expenditure in the Programme Management, Data & Digital and Corporate areas. These are being led by Tanya Coff and Gurdip Juty, who provided an update along with Catherine Murphy. The DA executive have decided to extend the exercise, so that potential for further cost reductions is also being considered by each Executive Director for their respective area in light of the clearer future direction and timescale for the transition of the Programme. The outcome of the deep dives will be brought back to the next Board meeting.

7.3 Annual Report and Accounts

Catherine Murphy spoke to the draft annual report and accounts; noting that all comments discussed at the Risk, Assurance and Audit Committee (RAAC), the April Board Meeting and the Sponsor Body Assurance and Audit Committee, have now been incorporated. There have been no further material comments from the NAO following their audit, and their feedback has been very positive to date.

8. Other Matters

8.1 Chair's Update

Mike Brown provided the Board with a Chair's Update. The following points were noted:

- Dr Stephen Duckworth and Neil Sachdev have been re-appointed as Board Directors.
- The Data & Digital (D&D) Advisory Group is now fully engaged, and has been briefed by the CIO and met as part of the D&D deep dive.

9. Items Referred from the Committees to the Board

Anne McMeel reported to the Board on the 11 May RAAC meeting. The validated year end performance data was approved for submission to the Nomination and Remuneration Committee. The Integrated Assurance Plan was approved. As above in this meeting, the Annual Report and Accounts, and the timetable for approval, was discussed. The Committee commented on the approach to risk appetite and asked that certain aspects be reconsidered prior to consideration by the Board.



Anne Baldock reported to the Board on the 23 May Nomination and Remuneration Committee (NRC) meeting. The approach to the discretionary performance awards was discussed considering the performance scorecard results. The Committee has requested further consideration of those activities undertaken following the House Commissions decision in February, to inform its performance assessment.

The Procurement Code was approved, following consideration by the standing members of the Investment Committee.

10.AOB

The meeting was formally closed by the Chair.