



Restoration & Renewal Delivery Authority Board

Board Summary

Meeting Date	Monday 30 th November 2020
Meeting Location	Remotely via Microsoft Teams and by telephone
Meeting Time	13:00 – 16:00

Members Present:

Name	Position
Mike Brown CBE MVO	Chair
David Goldstone CBE	Chief Executive
Matthew White	R&R Programme Director
Tanya Coff	Incoming Chief Financial Officer
Anne Baldock	Non-Executive Director
Anne McMeel	Non-Executive Director
Neil Sachdev	Non-Executive Director
Dr Simon Thurley OBE	Non-Executive Director
Simon Wright OBE	Non-Executive Director
Dr Stephen Duckworth OBE	Non-Executive Director

In Attendance:

Name	Position
Alison Rogers	Head of Programme Development
Andy Haynes	Commercial Director
Claire Maugham	External Affairs Director
David Darbyshire [Item 4]	Head of Financial Controls and Reporting
David Yass [Item 3]	Strategic Review team
Gurdip Juty [Item 4]	Chief Financial Officer, Sponsor Body
Ian Todd [Item 5]	Commissioning and Assurance Advisor
Janet Campbell [Item 4]	Human Resources Director
Jeremy Bates [Item 5]	Delivery Strategy and Operating Model Lead



Laura Camilletti	Secretariat
Linda Thomson	Executive Office Manager

Item	
1.	Health, Safety and Wellbeing The Chair reiterated that the Health, Safety and Wellbeing item was an opportunity for Board Members to raise any appropriate Health, Safety and Wellbeing related comments. There were now over thirty Positive Mental Health Ambassadors (PMHA). The Programme was now tracking the number of contacts made with the PMHA's and using that analysis to tailor the mental health action plan.
2.	Chief Executive Report The Chief Executive welcomed and introduced Tanya Coff as the incoming Chief Financial Officer to the Delivery Authority, and noted that she would be joining the Board as of next month. The Chief Executive updated the Board on the Scheme of Delegations and informed the Board that the Financial Report had been developed to highlight the differentiation between genuine savings and what had been deferred to later years. The commercial issues in the Investment Committee were discussed, and future significant procurements were highlighted. Aspirations for future Equality, Diversity and Inclusion metrics were discussed. The Programme Report [September 2020] was presented to the Board, and discussion focused on progress on Building Services, construction planning, House of Lords decant design options and costs and emerging risks. Integration of plans with Parliament was discussed, and the Programme's proposed approach emerging from the Strategic Review. Board members were to be briefed separately on progress on the integrated schedule and Strategic Milestones in the December Board Meeting.
3.	Strategic Review and Current Workplan The Board discussed the refinements to the Business Case strategy as a result of the Strategic Review, and the set of key principles that were developed to provide a framework to enable the Delivery Authority to revise the Phase 1 schedule. The key principles had been developed with the Sponsor Body. The Chief Executive informed the Board that the Board would continue to be sighted on what should be prioritised in light of the Strategic Review outcome.



4.	DA Business Plan 21/22 The Chief Executive presented the revised DA Business Pan to the Board, and explained that, with the DA Board’s agreement, the next step would be to brief the Sponsor Body Board on it on 7 December. The Board discussed the following key points of the DA Business Plan; the initial phase 1 funding submission, the alignment of resource and deliverables and the 6-month prioritisation work. The Chief Executive provided the Board with a summary of the budget and an updated forecast for next year. The Board discussed what the organisation would get from the spend, the vision for the Palace of Westminster, and how it would create future value, and noted that a version of the Business Plan would be prepared that can be shared externally. The Board supported the Sponsor Board being briefed on the Business Plan.
5.	Phase 1 Delivery Strategy The Phase 1 Delivery Strategy Update was presented to the Board. The Board discussed the following key points; the Commercial Assumptions in development, the timescales for approving the Phase 2 Delivery Strategy, and the main procurement timescales and work packaging strategy. Board Members would be discussing in a workshop in January 2021 the Commercial Strategy and delivery model.
6.	PDA Revision Update The PDA Revision update was presented to the Board; it had been agreed that the PDA, agreed in May 2020, would be subject to review after six months to include any updates. The PDA revision included minor updates, including to incorporate revisions made to the Parliamentary Relationship Agreement (PRA). It was noted that the PDA would be reviewed in 12 months’ time and would capture the outcomes of the Strategic Review. The Board endorsed the proposed changes and authorised the CEO to sign the updated PDA on behalf of the Company.
7.	Items Referred From the Committees from the Board The Board were presented with an update from the Nomination and Remuneration Committee Chair, which included a discussion on performance, pension contributions and an update on life Insurance. The Board were presented with an update from the Investment Committee Chair, which included a discussion on the Procurement Policy, the Incentivisation Plan, and the Commercial Plan. There was positive feedback from the Committee on the



	approach to SME procurement across the whole country, and the team were requested to speak to other teams to get ideas on how to look lower into the supply chain.
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