

# Meeting of the Restoration & Renewal Delivery Authority Board - Monday 25 March 2024

## Board Summary

### Members present:

**Mike Brown (Chair)**, Anne Baldock (Non-Executive Director), Tanya Coff (Chief Financial Officer), Susan Cooklin (Non-Executive Director), Stephen Duckworth (Non-Executive Director), David Goldstone (Chief Executive), Anne McMeel (Non-Executive Director), Matt White (Programme Director), Simon Thurley (Non-Executive Director).

### Apologies:

Niel Sachdev (Non-Executive Director), Matt White (Programme Director).

### Item 1 – Opening Matters & Minutes from the Previous Meeting

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

Updates were provided on declarations of interests.

The minutes from the meeting held on 29 January 2024 were approved as an accurate record of the meeting.

### Item 2 – Chief Executive Report

The CEO provided his report to the Board on programme developments. This included an overview of the matters discussed at the Client Board meeting on 26 February 2024 where the R&R Strategic Case had been approved. An update was also provided on the process for confirming the Delivery Authority's budget for 24/25, which was due to be submitted to the Parliamentary Works Estates Commission in May 2024 for consideration. The Performance Dashboard was also presented to the Board, which provided an update on key programme performance metrics.

### Item 3 – Health, Safety, Security & Wellbeing Update

The Board received an update on Health & Safety matters. This included an overview of relevant matters since the Board last met and an update on a recent cyber security desktop exercise.

### Item 4 – Chief Financial Officer Report

The Board reviewed the Period 11 (February) 2023/24 CFO Financial Report, which provided an update and overview on the Delivery Authority's financial position.

### Item 5 – Surveys Update

The Board was provided with an update and overview of the R&R surveys which had taken place to date. This included a summary of the surveys undertaken and the key lessons learned. The Board discussed and noted the update.

### Item 6 – Temporary Accommodation

The Board was provided with an update on Temporary Accommodation, including the progress on the proposals being led by the Strategic Estates team for accommodating the House of Commons. The Board reviewed and provided feedback on the update.

### Item 7 – Palace Design Update

The Board received an update on the emerging design proposals for the Palace. This included an overview of the proposals in relation to step-free access and energy reductions, and a general update on the design for visitors and the proposed Education Centre in the basement. The designs had also been submitted to the Programme Board. The Board reviewed the designs and provided feedback.

### Item 8 – Draft Communications Strategy

The Board was presented with a proposed draft Strategy for Communications and External Affairs. The Strategy had been drafted with input from the Client Team and would also be submitted to a future Programme Delivery Approval Group (PDAG) meeting. The Board reviewed the strategy and provided feedback. The Strategy would be further refined following the Board's feedback and would be submitted to a future meeting for approval.

### Item 9 – Strategic Partners Commercial & Procurement Strategy

The Board was presented with the Strategic Partners Commercial and Procurement Strategy for approval. The Strategy had been updated since the Board had last reviewed it in January and Board members had been briefed individually and provided feedback outside of the meeting.

It was noted that the Strategy had not been developed to encompass delivery of the Enhanced Maintenance and Improvement (EMI) option being developed by the Strategic Estates team. Further detail on EMI was expected in May 2024 and the Strategy may have to be revisited following this when further information was available.

The Board approved the Strategic Partners Commercial & Procurement Strategy.

### Item 10 – Corporate Plan for 24/25

The Board reviewed and approved the proposed Corporate Plan for 2024/25.

### Item 11 – Performance Measures

The proposed organisational performance measures for 2024/25 were presented for the Board's consideration. These had been revised and updated to reflect the feedback received from the Board at the January 2024 meeting. The Board reviewed and approved the performance measures.

### Item 12 – Draft Organisational Development Plan

The Board was presented with a draft Organisational Design and Development Plan. The plan described the planned approach to designing the organisation for Phase 2, developing the target operating model, and the business change management required. The Board provided feedback on the plan and noted that it would be refined and submitted to a future Board meeting.

### Item 13 - Strategic Risk Management Update

The Board was presented with an update on the organisation's Strategic Risks. This included an overview on developments, mitigating actions, and risk trend status since the Board had last met. The Board reviewed and approved the Strategic Risk Register.

### Item 14 – Audit Committee Report to the Board

The Board was provided with a summary of the matters considered by the Risk, Audit & Assurance Committee during the 23-24 financial period. The Board noted the report which would be used to inform the Annual Report & Accounts for 2023/4.

### Item 15 - Updates from Committees to the Board

The Board was provided with a summary of matters discussed at the Risk, Audit, Assurance Committee on the 11 March 2024 and the matters discussed at the Nominations & Remunerations Committee on 6 March 2024.

### Item 16 – Feedback to the Client Team

Feedback from the meeting was provided to the representative of the Client Team.

### Any other Business

The Board approved the appointment of Simon Thurley, a Corporate Officers' Non-Executive Director appointment, to the Nominations and Remunerations Committee.

The meeting concluded.

The next meeting is on 20 May 2024.