

# Meeting of the Restoration & Renewal Delivery Authority Board - Monday 29 January 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), Neil Sachdev (Non-Executive Director), Simon Thurley (Non-Executive Director).

### Pre-Board Session – Board Effectiveness Review 2023/24

In accordance with good practice in corporate governance, the Board reviewed its effectiveness during the 2023/4 period. This included reflecting on the Board's composition, the interaction between the Executive and Non-Executive Directors, and feedback on the Chair. The outputs from this session would be used to inform the Governance Statement in the Annual Report & Accounts.

### 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 27 November 2023 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 23 January 2024 Programme Board meeting and an overview of the preparatory work taking place ahead of the Client Board meeting on 5 February 2024. The Performance Dashboard was also presented to the Board, which provided an update on key programme performance metrics since the Board had last met.

### Item 3 – Quarterly Health & Safety Update

The Board received a quarterly update on Health & Safety matters. There had been one H&S incident since the Board last met which involved the inadvertent striking of a sprinkler system whilst material was being moved. Lessons had been learned from this incident and processes had been improved to help prevent such an occurrence in the future.

The Board also received a briefing on the Building Safety Act 2023 and its application to the Delivery Authority.

#### Item 4 – Q3 Forecast & Supplementary Estimate

The Board reviewed the Q3 Financial Forecast and was provided with an updated on the process for the Supplementary Estimate 2023/24.

#### Item 5 – Programme Highlight Report

The Board was provided with an update on programme developments since the Board has last met. This included an update on the Parliamentary Technical Standards for the R&R Programme. The Board reviewed and provided feedback on the report.

#### Item 6 – Temporary Accommodation

The Board was provided with an update on the Temporary Accommodation Strategy, which had been developed by the Client Team with input from the Delivery Authority and Strategic Estates. The Strategy outlined the accountabilities, governance, and funding sources for temporary accommodation activities that related to R&R. The Board discussed and noted the paper.

#### Item 7 – Strategic Stage Gate Review

The Board was updated on the first stage gate review of the Programme and discussed the findings and actions arising from the review. The Board will be updated on the close out of actions.

#### Item 8 – Strategic Partners Commercial & Procurement Strategy

The Board was presented with a draft Commercial and Procurement Strategy for its input. The Board reviewed the proposed strategy and provided feedback, reflecting on shared lessons learned from other large infrastructure projects. The Strategy will be finalised and return to the March Board meeting for approval.

#### Item 9 – Draft Performance Objectives for 24/25

The Draft Organisational Performance measures for 24/25 were shared for the Board's input. The Board reviewed and provided feedback on the draft objectives, which will be presented to the Board in March for approval.

#### Item 10 – HR Quarterly Update

The item provided an update to the Board on key HR matters, including an update on staff turnover and the Delivery Authority colleague survey, currently in progress. The Board discussed the update and noted the forthcoming Nominations & Remuneration Committee meeting where the report would be further discussed in detail.

#### Item 11 – Strategic Risk Update & Risk Appetite Statement

The Board reviewed the organisation's strategic risks and provided feedback. The Board also reviewed and approved the Delivery Authority's Risk Appetite Statement.

#### **Item 12 – Programme Delivery Agreement – Deed of Variation**

The Board received an overview of the status of the proposed amendments to the Programme Delivery Agreement (PDA) agreed with the Client Team. The Board delegated decision to a sub-committee of the Board for approval in due course.

#### **Item 13 – Procurement Policy**

The Board reviewed and approved the Procurement Policy, subject to some clarifications.

#### **Item 14 – Scenario Outcome Planning**

The Board held a session to discuss potential scenario outcomes attendant on discussions at the Client Board of the Houses.

The next meeting is on 25 March 2024.