



## **BOARD OF THE SHADOW SPONSOR BODY**

### **Minutes**

*Meeting of 19<sup>th</sup> November 2018*

Present:

Elizabeth Peace (Chair)  
Lord Carter of Coles  
Lord Deighton  
Lord Geidt  
Neil Gray MP  
Brigid Janssen  
Marta Phillips  
Baroness Scott of Needham Market  
Mark Tami MP  
Simon Thurley  
Simon Wright

In attendance:

Ed Ollard (Clerk of the Parliaments)  
Sir David Natzler (Clerk of the House)  
Tom Healey (Programme Director)  
Kate Emms (Chief of Staff, Shadow Sponsor Body)  
Faiza Fareed (Director of Communications and External Relations (Acting), Shadow Sponsor Body)  
Ben Wheeldon (Programme Delivery Director, R&R)  
Sian Joseph (Head of Secretariat, Shadow Sponsor Body)  
Anish Kaul (Team Administrator, Shadow Sponsor Body)  
Paul Tucker (Head of Programme Controls, R&R Programme) joined for item 2  
Andy Piper (Design Director, R&R Programme) joined for item 4  
Amanda Colledge (Business Case Director, Shadow Sponsor Body) joined for item 4  
Nina Ciuffardi (Transition Manager, R&R Transition Team) joined for item 5  
Wendy Cartwright (HR Lead, R&R Transition Team) joined for item 5  
John Cryer (Programme Director, Northern Estate Programme) joined for item 6

Apologies: Sir Patrick McLoughlin MP

The Chair welcomed Nicole Geoghegan (Accountability Transfer Review panel member) who observed the meeting.

### **I. MINUTES OF PREVIOUS MEETING**

The minutes of the Board meeting of 15 October 2018 were **agreed**.

## **2. R&R PROGRAMME PROGRESS REPORT (SSB/18/013)**

The Board **agreed** the format of the R&R Programme Status Report template and gave some additional suggestions for metrics to be included.

Ben Wheeldon shared the plans for monthly reporting from the programme, and the Board **agreed** that the reports would be shared between Board meetings as necessary and that Ben would present the latest update at each Board meeting.

## **3. THE VISION FOR R&R (SSB/18/014)**

The Board reviewed the work undertaken at the workshop on the vision for the programme earlier in the month, and discussed some brief amendments to the text. The Board **agreed** to reflect on the proposed vision for the programme and Sponsor's mission statement, and share any further comments by the end of the week.

The Board **agreed** that Brigid Janssen, Simon Thurley and Baroness Scott would work with the Shadow Sponsor Body to define the strategic themes which would sit under the programme vision.

## **4. APPROACH TO PALACE BRIEF DEVELOPMENT (SSB/18/015)**

The Board was provided with an overview of the approach being taken by the R&R design team to developing the design brief for the Palace. There was discussion around how the strategic themes interacted with the design strategies, and the Board noted that it was important that they were in alignment. Board members noted that the design would need to allow for the successful handing back of the Palace to the Parliamentary authorities when the programme was completed, and would need to be sufficiently visionary that it did not restrict uses of the Palace in the future.

The Board discussed the lifecycle assumptions of the R&R programme.

The Board **endorsed** the design approach described in the paper and the enclosed RIBA Stage 0 Strategic Definition Document.

The Board **agreed** to build their ambitions and priorities for the design brief against the strategic themes following the planned workshop.

The Board **asked** the R&R Programme delivery team and the Shadow Sponsor Body team to clarify what BDP had done to date, and what information they were using for their work, and to provide a plan for how the design team would engage with the Board on the Palace design over the coming few months.

## **5. ESTABLISHING THE DELIVERY AUTHORITY (SSB/18/016)**

The Board **agreed** the proposed approach to establishing the Delivery Authority, and specifically the proposal to appoint a Non-Executive Chair for the Delivery Authority in due course. The Board **agreed** that the team should prepare a plan for how to recruit the CEO as early as was practically possible after the appointment of that Chair, with flexibility to appoint in the Shadow phase as interims. A recruitment strategy would be brought back to the Board for approval, before being shared with the Commissions.

## **6. R&R AND NEP: GOVERNANCE ARRANGEMENTS (SSB/18/017)**

The Board **agreed** in principle to the transfer of the Northern Estate Programme from the control of the House of Commons Commission to the Sponsor Board and, in due course, the Delivery Authority, subject to the Board undertaking due diligence on that programme. Board members requested briefing at an early date on the design decisions made to date on the programme.

The Board **agreed** not to write to the Commissions at this stage.

## **7. OUTLINE COMMUNICATIONS STRATEGY FOR THE R&R PROGRAMME (SSB/18/018)**

The Board **agreed** the proposed approach to the development of a communications strategy for the Programme.

The Board **agreed** that the Board should produce a regular communication for its stakeholders from 2019.

## **8. FINANCIAL YEAR 2019-20 MTIP UPDATE (SSB/18/019)**

The Board **noted** the Sponsor Body Medium Term Investment Plan submission for 2019-20.

## **9. SHADOW SPONSOR BODY WORKPLAN UPDATE (SSB/18/020)**

The Board **noted** the update.

- **DOCUMENT ENCLOSED FOR INFORMATION – MEMBER QUESTIONNAIRE ON PALACE FUTURE DESIGN (SSB/18/021)**

The Board **agreed** to reserve the Member questionnaire on Palace future design until more work had been done on the strategic themes underpinning the vision.

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The Board would next meet on 17<sup>th</sup> December 2018.

The Board agreed that the induction sessions would be removed from further meetings, and *ad hoc* sessions on specific topics would be set up as required. Timings of further meetings would be adjusted to 3pm – 6pm.