



## Minutes Sponsor Board

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<b>Meeting date</b>	5 July 2021
<b>Meeting location</b>	Virtual Meeting
<b>Meeting time</b>	3.00pm – 6.30pm

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Members Present
Liz Peace, Chair
Baroness Scott of Needham Market
Damian Hinds MP
Kirsty Blackman MP
Lord Best
Lord Carter of Coles
Lord Deighton
Mark Tami MP
Marta Phillips
Simon Thurley
Simon Wright

Attendees	Item
John Benger, Clerk of the House of Commons	All
Sarah Johnson, CEO, Sponsor Body	All
Simon Burton, Clerk of the Parliaments, House of Lords	All
Amanda Colledge, Business Case Director, Sponsor Body	6
Claire Maugham, Communications Director, Sponsor Body	1 - 13
David Goldstone, CEO, Delivery Authority	1 - 6
Graham McClements, Principal Architect, BDP	6
Ian Todd, Programme Advisor, Sponsor Body	9
James Young, Head of Programme, Risk & Assurance, Sponsor Body	10
Richard Foreman, Freedom of Information Manager, Sponsor Body	1 - 13
Julian Flannery, Head of Architecture, Delivery Authority	6 & 11
Karen Watling, CEO Executive Assistant	1 - 13
Mags Kalaugher, Strategic Advisor, Sponsor Body	7
Marek Kubala, Head of Governance & Parliamentary Procedure	1 - 13
Matt White, Programme Director, Delivery Authority	1 - 6
Philip Smith, Engagement Project Manager, Sponsor Body	11
Baroness Doocey	Observer
Brigid Janssen	Observer



### Private session

Official: Liz Peace, Chair, Sponsor Board

No minutes were recorded for this item.

## 1. Welcome, agenda and declarations of interest

- 1.1 The Chair opened the meeting. A quorum was present. The Chair welcomed Baroness Doocey to her first meeting of the Sponsor Board which she was attending as an observer prior to her anticipated formal appointment to the Board.
- 1.2 Apologies were recorded from Ian Levy MP.
- 1.3 The Board NOTED the meeting agenda (SB/21/068). No changes were proposed.
- 1.4 There were no further declarations of interests made relevant to the items on the agenda, except where previously disclosed.

## 2. Minutes of the previous meeting and matters arising

- 2.1 **DECISION:** The Board APPROVED the minutes of the meeting held on 7 June (SB/21/069) as an accurate record of the meeting. The minutes would be signed electronically and published on the Programme [website](#).
- 2.2 **DECISION:** The Board reviewed the action log (SB/21/070) and NOTED progress against the actions since the last meeting. The following points were raised and noted:
  - 2.2.1 The Chief Executive of the Sponsor Body advised that there was further work required on action SBA.21.0048 to reflect feedback following correspondence with the House of Lords. She hoped to update the Board during the summer recess, or at the September Board meeting.
  - 2.2.2 It was suggested that it would be helpful if a list of acronyms were provided, to include Board and officials' initials so that the action log was easier to follow.

## 3. External Members of the Sponsor Body

(SB/21/071)

Official: Marek Kubala, Head of Governance and Parliamentary Procedure, Sponsor Body

- 3.1 The Chair updated the Board on the appointment of external members to the Sponsor Board which had been confirmed by Resolutions in the House of Commons on 28 June 2021 and in the House of Lords on 30 June 2021.
- 3.2 Marta Phillips (2yrs, 1 month), Dr Simon Thurley (3 years) and Simon Wright (2 years 1 month) had been appointed. A fourth external member of the Board was successful in the recruitment process but was still subject to security clearance. The Board would be asked to confirm the terms and conditions for that individual once that process completed, and the relevant Resolutions had been passed.



3.3 **DECISION:** The Board AGREED the terms and conditions of each contract for services for the newly appointed external members (Marta Phillips, Dr Simon Thurley, Simon Wright), which were identical except for term lengths.

3.4 **DECISION:** The Board AUTHORISED the Chair to sign the newly appointed external members' terms and conditions on behalf of the Sponsor Body.

#### 4. Sponsor Body progress report

(SB/21/072)

Official: Sarah Johnson, CEO, Sponsor Body

4.1 The Chief Executive for the Sponsor Body introduced the Sponsor Body Progress Report and talked through some of the current issues.

4.2 The following points were also raised and noted:

4.2.1 The Board discussed the work that was being undertaken to consider options for any decant of the House of Commons. The Chief Executive explained that a joint team between the Sponsor Body and the House of Commons Administration had been established and that they were currently developing assumptions and requirements for two potential scenarios: (1) Decant arrangements assuming a continued presence; and (2) Full decant. It was important that this work was undertaken in parallel with the work to assess the implications of a continued presence rather than awaiting the outcome of that assessment otherwise there would be consequential delays.

4.2.2 The Board suggested that a decision tree be developed to map dependencies and show the impact that different decisions would have on timescales. Clarity was also sought on what options should be considered in the decision tree. The Chief Executive advised that a decision tree was being prepared and would be shared with the Board in due course.

4.2.3 The Chief Executive confirmed that she had received a letter from the Clerk of Parliaments regarding the options being considered for the House of Lords decant and that this letter had confirmed option zero would not be acceptable to the Lords. Further work was being undertaken to determine which of the remaining options should be progressed as the preferred option in the business case

4.3 **DECISION:** The Board NOTED the Sponsor Body Progress Report for June 2021



## 5. DA Programme Report

Period: May 2021

(SB/21/073)

Officials: David Goldstone, CEO, Delivery Authority

Matt White, Programme Director, Delivery Authority

5.1 The CEO for the Delivery Authority introduced the report and the Programme Director updated the Board on the key points from the report. The CEO gave an overview of the Programme plan for Phase 1 that the Delivery Authority was working to, following Sponsor Board approval in March 2021, as the agreed way through the uncertainties that the Board had discussed. This was reflected in the schedule at Appendix 1 of the Programme Report.

5.2 The following points were raised and noted:

- 5.2.1 The Programme Director advised that there had been delays to procurement of survey work because of contractual requirements. The commercial framework for these surveys is now expected to be awarded in December.
- 5.2.2 Concerns regarding the lack of asbestos information about the Palace of Westminster were raised. The Programme Director clarified that the Programme had access to existing information and that it was sufficient for building management, but that a greater level of detail was required for the significant restoration works required.
- 5.2.3 The Board were concerned about the provision of standards by Parliament to the Programme. The Programme Director advised that since the report was circulated good progress had been made and 146 standards had now been provided to the Programme. These are now being reviewed for adequacy and relevance.

5.3 **DECISION:** The Board NOTED the DA programme report for May 2021.

## 6. Business Case: Intermediate Scheme Update

(SB/21/074)

Officials: Amanda Colledge, Business Case Director, Sponsor Body

Julian Flannery, Head of Architecture, Delivery Authority

Graham McClements, Principal Architect, BDP

6.1 The Business Case Director introduced the Intermediate Scheme Update, noting that the work being presented remained work in progress and subject to future decisions by the Board; Julian Flannery and Graham McClements presented slides which explained different options under consideration.

6.2 The following points were raised and noted:

- 6.2.1 It was encouraging to see a new proposed location for the Education Centre; this was preferable to the previous proposal of using Cromwell Green.
- 6.2.2 Board members expressed a view that whilst more general, open, meeting spaces were welcome, they should not be at the expense of Private Office space, or similar bookable spaces that could be used to hold sensitive conversations.



- 6.2.3 Board members asked for clarity on how different configuration options could be appraised and what metrics would be available to aid decision making. The Business Case Director advised that she would return to the Board with details of the assessment criteria.
- 6.2.4 It was questioned how many covered courtyards would be considered as part of the Intermediate Scheme. The Business Case Director advised that no decision had been made yet and that this would depend on value for money and would be reviewed and brought back before the Board for further discussion in the Autumn.
- 6.2.5 Concern was expressed about the possible use of Black Rod's Gardens as a Logistics hub location given that an archaeological survey had not been completed. The Business Case Director advised that alternative locations were being considered to de-risk the proposals for this reason.
- 6.2.6 The Chair wished to place on record her thanks to Julian Flannery who would be leaving the Programme and would be missed.

6.3 **DECISION:** The Board NOTED the Intermediate Scheme Update.

### 7. Heritage Collections Update

(SB/21/075)

Officials: Mags Kalaugher, Strategic Advisor, Sponsor Body

7.1 The Strategic Advisor updated the Board on the progress that she had made since joining the Programme in late April.

7.2 The following points were raised and noted:

- 7.2.1 The Parliamentary Relationship Agreement would likely need to be updated as plans for managing the Heritage Collections collaboratively with Parliamentary teams developed.
- 7.2.2 Members of the Board thanked the Strategic Advisor for the positive progress she had made in the short period of time she had been with the Programme and were grateful for the collaborative approach.

7.3 **DECISION:** The Board NOTED the Heritage Collections Update.

### 8. Parliamentary Relationship Agreement: Annual Review 2021

(SB/21/076)

Officials: Marek Kubala, Head of Governance and Parliamentary Procedure, Sponsor Body

8.1 The Head of Governance and Parliamentary Procedure updated the Board on the changes that had been made to the Parliamentary Relationship Agreement and associated schedules including the Data Sharing Agreement.

8.2 The Board were made aware of a change to the Variation Procedure, which would mean that changes outside of the 12-month review period could be made in a more timely fashion. The new procedure provided delegated authority to the Chief Executive to approve in-year changes on behalf of the Board.



8.3 The following points were raised and noted:

8.3.1 The Board were content to delegate authority to the Chief Executive for use of the revised Variation Procedure but sought assurance that they would be made aware of any significant in-year changes to the PRA. The Chief Executive confirmed that she would update the Board as part of her Progress Report when the Procedure had been used.

8.4 **DECISION:** The Board a) ENDORSED the outcome of the first annual review of the Parliamentary Relationship Agreement, including the amendments to the text; and (b) AGREED to delegate to the Chief Executive the authority to agree Variations to the PRA on behalf of the Sponsor Board, as per the revised Variation Procedure set out in Annex 2 of the PRA.

## 9. Programme Delivery Agreement: Annual Review 2021 (SB/21/077)

Official: Ian Todd, Strategic Advisor, Sponsor Body

9.1 The Strategic Advisor updated the Board on the changes that had been made to the Programme Delivery Agreement. The revised PDA included a variation procedure which operated in the same way as the new procedure in the PRA. The Chief Executive confirmed that she would update the Board as part of her Progress Report when the Procedure had been used.

9.2 **DECISION:** The Board ENDORSED the proposed changes to the PDA, following the 12-month review and AUTHORISED the Chief Executive to sign the updated PDA (including any minor final drafting amendments) on behalf of the Sponsor Body; and AGREED to delegate to the Chief Executive the authority to agree Variations to the PDA on behalf of the Sponsor Board, as per the revised Variation Procedure set out in Appendix 2 of the PDA.

## 10. Risk Appetite (SB/21/078)

Official: James Young, Head of Programme, Risk and Assurance, Sponsor Body

10.1 The Head of Programme, Risk and Assurance introduced the paper and summarised the key points.

10.2 The following points were raised and noted:

10.2.1 The Head of Programme, Risk and Assurance advised that the Risk Appetite Statement was aligned with the Parliamentary Relationship Agreement risks and would be discussed at the Risk Interface Forum to ensure it aligned with Parliament's Risk Appetite.

10.2.2 The Board questioned whether "cautious" was the right classification in certain areas when perhaps "restrained" would be the more appropriate choice. It was confirmed that the Risk Appetite was a living document and would be regularly reviewed, with a formal annual review.



10.2.3 A drafting change regarding the strict adherence to legislation was suggested to clarify the Programme's position more accurately. This change was noted and would be adopted.

10.3 **DECISION:** The Board APPROVED the Risk Appetite Statement, subject to the drafting change referenced at paragraph 10.2.2 of the minutes.

## 11. Conservation Framework Group Output

(SB/21/079)

Officials: Dr Simon Thurley, Sponsor Board Member

Philip Smith, Engagement Project Manager, Sponsor Body

11.1 Simon Thurley introduced the Conservation Framework Group output paper which would provide the Delivery Authority with easily accessible, high-level guidance on the heritage significance of individual parts of the Palace of Westminster to inform the business case and feasibility stages of the project.

11.2 The following points were raised and noted.

11.2.1 It was suggested that at future revisions it would be helpful to add some colour coding to the external elevations and a key to explain the different historical periods of individual features.

11.2.2 Simon Thurley advised that a similar exercise on archaeological significance was about to be started and an Archaeology Framework Group is currently in the process of being set up to compile this information. The Engagement Project Manager expected that this work would be complete in the Autumn.

11.3 **DECISION:** The Board APPROVED the R&R Conservation Framework prepared by the Conservation Framework Group (CFG), and **ENDORSED** its adoption by the R&R Sponsor Body, which would use it to direct the work of the R&R Delivery Authority

## 12. Lords Spokesperson Appointment

(SB/21/80)

Officials: Marek Kubala, Head of Governance & Parliamentary Procedure, Sponsor Body

12.1 The Chair sought the approval of Board Members for the appointment of Lord Best as the new spokesperson in the House of Lords to replace Baroness Scott of Needham Market.

12.2 **DECISION:** The Board AGREED the proposed nomination of Lord Best as Sponsor Body spokesperson in the House of Lords.



### 13. Comments, announcements, and other business

- 13.1 The Chair wished to place on record her thanks to the two Members, Brigid Janssen and Baroness Scott of Needham Market who would be leaving the Sponsor Board.
- 13.2 There was no further business.
- 13.3 The date of the next meeting would be confirmed shortly.
- 13.4 The Chair brought the meeting to a close at 6.30pm.

### 14. Papers enclosed for information

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| 14.1 | Public Engagement Update : Quarter 2   | (SB/21/082) |
| 14.2 | Communications Evaluation: May 2021  | (SB/21/083) |
| 14.3 | Letter: Operational viability of Option 0 for House of Lords decant for the QEII | (SB/21/084) |
| 14.4 | Draft Minutes of the Audit & Assurance Committee meeting on 17 May 2021          | (SB/21/066) |
| 14.5 | Letter Re: Continued Presence  | (SB/21/067) |

**Signed by:**

**Date:** 6 September 2021

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