

Minutes Sponsor Board

SB/22/096

Meeting date	07 November 2022
Meeting location	Virtual Meeting – MS Teams
Meeting time	2.00pm – 4.00pm

Members Present
Liz Peace, Chair
Kirsty Blackman MP
Lord Best
Marta Phillips
Paul Lewis
Simon Thurley
Simon Wright
Sir Edward Leigh MP
Lord Deighton

Attendees	Item
Andy Helliwell, Chief Operating Officer, Sponsor Body	All
Chris Dawson, Head of Communications, Sponsor Body	All
David Goldstone, CEO, Delivery Authority	5
Elayne Carby, Board Secretary, Sponsor Body	All
Gurdip Juty, Director of Finance and Corporate Services	All
James Young, Chief of Staff, Sponsor Body	All
Patsy Richards, interim CEO, Sponsor Body	All
Karen Watling, Executive Assistant, Sponsor Body	All

1. Welcome, agenda and declarations of interest

- 1.1 The Chair opened the meeting and confirmed that a quorum was present.
- 1.2 Robin Millar, Baroness Doocey, Lord Carter, John Benger and Matt White had sent their apologies.
- 1.3 DECISION: The Board NOTED the meeting agenda (SB/22/081). There were no proposed amendments.
- 1.4 DECISION: The Board NOTED the register of interests (SB/22/082). There were no further declarations made.

2. Minutes of the previous meeting and matters arising

- 2.1 DECISION: The Board APPROVED the minutes of the previous meeting on 5 September 2022 (SB/22/083), subject to the amendments below:
- 2.1.1 The October meeting referred to in minutes was subsequently cancelled, this had now been amended.



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2.2 DECISION: The Board NOTED that there were no open actions on the log (SB/22/084).

3. Sponsor Body Progress Report

Period: September and October 2022 (SB/22/085) and New R&R Programme Task Brief – Annex A (SB/22/085a)

Official Patsy Richards, Interim CEO, Sponsor Body

- 3.1 A positive month was reported for the transition programme. The Statutory Instrument (SI) had been sent from Cabinet Office to the Leaders of both Houses and was awaiting approval by the Clerks. The SI was on track to be laid in late November and was expected to come into force on 1st January 2023. This would invoke the formal dissolution of the Sponsor Body and Sponsor Board.
- 3.2 The formal TUPE consultation process to bring staff into Parliament as the Client Team was nearing completion. To ensure adequate capabilities, processes, and appropriate levels of scrutiny for future working with the Delivery Authority and Parliament, an organisational design project had begun. Workshops focused on structures and culture had already taken place and would continue into the new year. The second meeting of the Client Board would take place on 5 November.
- 3.3 An overarching piece of work to combine the vision of the parliamentary works with work planned by Strategic Estates now and in the future was taking place to jointly determine any enabling works that could be bought forward.
- 3.4 It was noted that paragraph 23 of the progress report referred to the Audit and Assurance Committee agreeing the accounting treatment for the transfer to a new joint department at its October meeting. The Chair of the AAC stated that the decision was for the Sponsor Board to agree as the governing body. The Board would need to consider the advice of the accounting officers regarding the financial position of the Sponsor Body.
- 3.5 The final set of accounts would be dealt with via merger or absorption. The NAO was seeking advice from its technical team but a merger into Parliament's accounts was the likely outcome. It was pointed out that the NAO's advice had not yet been received. The Director of Finance and Corporate Services clarified that the comment expressed in paragraph 23 would be taken forward in the form of a paper outlining all of the recommendations regarding closure, to be presented at the next Board meeting. The Sponsor Body Chair was pleased to note that this was being addressed and she noted that, given the indicated timing of the laying of the SI and when it would come into effect, it seemed likely the December Board meeting would be the last.
- 3.6 Members enquired about future governance and membership of the Programme Board and when it would be operative. The Client Board was expected to agree the political composition of members from the House of Lords and House of Commons at its forthcoming meeting. Once decided, appointments would be publicly announced. Interviews for external members were nearing completion. There was optimism that the Programme Board could hold its first meeting in January.

ACTION: The Chair would offer to meet with the nominated Chair of the Programme Board (once appointed), along with the Interim Chief Executive.



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- 3.8 Members asked whether the House of Commons would be required to ratify the individual members of the Programme Board. Given that this occurred with the Sponsor Body, it was understood that approval would be required.
- 3.9 The new task brief given to the Delivery Authority had been responded to and agreed. It had been a collaborative process in conjunction with Delivery Authority and colleagues in both Houses. The task brief served as a mechanism to raise timescales and deliverables and whether these were on track for delivery.
- 3.10 The AAC Chair stated that the risk register should include mitigation of loss of internal controls and loss of resource. Internal auditors had been asked to carry out an internal review to give assurance to the handover of finances. The fact that the Sponsor Board and Audit and Assurance Committee were responsible until handover should be made explicit. These points had been highlighted on the original risk register but removed when mitigation actions were completed. RSM were completing internal audit reviews. The SB CEO agreed that even if mitigated, these risks would remain on risk register.

DECISION: The Board NOTED the Sponsor Body Reports for September and October 2022 and the New R&R Programme Task Brief.

4. Transition Update

Official Patsy Richards, Interim CEO, Sponsor Body

- 4.1 Given the expected approval of the closure of the Sponsor Body, external Sponsor Board members would be given 3 months' notice of termination of their contracts. The timing of this was to be determined but it was agreed that the Board would not be required to continue meeting once the Programme Board was stood up. In ensuring public money was wisely spent, it was suggested that notice be served as soon as practicable. Once the SI was laid, notice would be issued.
- 4.2 The position regarding the two members of the DA Board, nominated by the Sponsor Board, was to be confirmed.
- 4.3 The Chair of the Audit and Assurance Committee stated that outstanding transition issues discussed at its October meeting would be brought to the final meeting in December to be closed off.

DECISION: The update was provided for information only. No decision was required.

5. Delivery Authority Programme Update

Executive Summary: August and September 2022

(SB/22/086)

Official David Goldstone, CEO, Delivery Authority

- 5.1 The Board was taken through the highlights of the report. Client endorsement had been received of the Phase 1 plan, and the first tranche of delivery options had been assessed and moderated.



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- 5.2 Collaboration with Strategic Estates and Digital was taking place. Everyone was working closely in advance of the surveys taking place throughout the autumn. It had been decided that the DA would take forward the planning work required for temporary accommodation, and they had begun assessing requirements for demand and supply.
- 5.3 The DA CEO was asked about the timescale for presenting a preferred option to both Houses. The DA were keen to try to get to a preferred option by the end of 2023 which would mean that further development and design work could be more targeted. If this was not possible further work to agree a preferred option would be required.
- 5.4 Paragraph 13 of the report reported an underspend, attributable to decreasing resource needs after the Commission decisions earlier this year. The CEO confirmed that negotiations with Jacobs and BCP had mitigated any requirement for settlements. Activity was reduced but some were redeployed as business need increased. Actions taken were in obeyance of providing value for money. The Sponsor Body contract with PwC was closed when circumstances changed and did not incur additional costs. Following the new mandate, PwC were reappointed to assist with the business case at a reduced cost.
- 5.5 An intensive period of pre briefing for the Programme Board was planned to ensure the new members gained in depth understanding of the programme and past events,
- 5.6 The DA confirmed that it was pulling together an assessment of the first tranche of delivery options from an initial list of 30 and aimed to have this available by January. Engagement with Parliamentarians and decision makers would be a key aspect of the work. The SB CEO emphasised that this was already taking place with the Speakers and through 121s with key stakeholders as an ongoing dialogue.
- 5.7 Evaluation criteria outlining the benefits for a future Parliament, and detailed analysis would be used to explain the vision of the programme in a comprehensible way. A more imaginary approach would be taken. The Board was reassured that this would be handled differently, having learnt from lessons of the past.

DECISION: The Board NOTED the DA Executive Summary for August and September 2022.

6. R&R Client Board paper: Strategic Case Approach (SB/22/087)

Official James Young, Interim Chief of Staff, Sponsor Body

- 6.1 The Client Board paper presented was an expansion of the previous paper regarding the framework of options. It was important to obtain agreement on the stated aims. The paper outlined the timeline, proposals and how engagement with Members would be achieved, through the strategic objectives and by defining the context and vision for restoration and renewal.
- 6.2 Ideally a preferred option would be identified within the shortlist. High level proposals would require further work beyond the strategic case but this did not prevent identification of early works at strategic case stage.



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- 6.3 The interface with Parliament's masterplan would be emphasised and made more prominent. R&R would sit under the overall masterplan of the Estate that considered the longer-term aspirations of the Estate. Phased work would be reviewed to seek the right delivery mechanism. This would include staff structures to ensure resourcing was adequate.
- 6.4 The potential of lack of transparency within accounts reporting under the new arrangements was cited. The spend for the Client Team would be subsumed within the Estimates of the House Administrations; however full programme costs would be transparent to any scrutiny from Parliament or the NAO.
- 6.5 The shortlisted options produced by the DA would be reviewed in the coming weeks.

DECISION: The Board NOTED the content of the R&R Client Board Paper "Strategic Case Approach".

7. Handover Letter to Client Board

(SB/22/088)

Official James Young, Interim Chief of Staff, Sponsor Body
Purpose Decision

7.1 The Chair had engaged in a discussion with the Head of Governance and Parliamentary Affairs regarding the views contained in the survey and the outcome. The paper contained reflections on what had worked and what hadn't. The Board agreed with the contents captured in the letter and that it should be sent to the Speakers close to the date of transition. This was subject to the following revisions:

- It was noted that there was an inaccurate reference to Richmond House, contained in the fourth comment in the survey feedback from Board Members within the paper. This was never part of the Board's responsibility; it was that of Strategic Estates. It was pointed out that the comments themselves would not be published or circulated, only the agreed letter.
- It was suggested that an additional line be inserted stating that existing Sponsor Board members would be content to discuss the contents of the letter with the Clerks.

7.2 Transmitting the key messages and lessons learnt to Parliament was important. The debates on the SIs would be taken on a government motion introduced by a government minister. A briefing would be prepared for the Sponsor Body Spokespersons, Mark Tami and Lord Best.

7.3 Once members of the new Programme Board were known, it was proposed that the Chair would meet with her counterpart and the Board, collectively or individually, also meet with the newly appointed members if they wished. The CEO took an action to ensure this would take place.

DECISION: The Board REVIEWED the draft handover letter and AGREED that once revisions had been made, it could be sent to the Speakers following its final meeting in December.

8. Appointment of Board Secretary

Official Liz Peace, Sponsor Board Chair

DECISION: The Board AGREED the appointment of Elayne Carby as secretary of the Sponsor Body.



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9. Comments, announcements, and other business

9.1 There was no further business. However, the Chair suggested that the Board held a dinner in December and would be contacted about a potential date.

9.2 Date of the next meeting

The date of the next meeting will be Monday 5 December. This would be the last meeting of the Sponsor Board.

9.3 The Chair brought the meeting to a close at 15.52.

10. Papers enclosed for information

10.1 DA Programme Report: August 2022	(SB/22/089)
10.2 DA Programme Report: September 2022	(SB/22/090)
10.3 Letter from Sponsor Board Chair to Mr Speaker and Lord Speaker	(SB/22/091)
10.4 Response from Mr Speaker and Lord Speaker to Sponsor Board Chair	(SB/22/092)
10.5 R&R Quarterly Commissions Report (Q2 – 2022-23)	(SB/22/093)

Signed By:

A handwritten signature in black ink that reads "Elizabeth Pease".

Date: 05 December 2022
