



Restoration & Renewal Delivery Authority Board

Board Summary

Meeting Date	Monday 01 February 2021
Meeting Location	Remotely via Microsoft Teams
Meeting Time	13:00 – 16:00

Members Present:

Name	Position
Mike Brown CBE MVO	Chair
David Goldstone CBE	Chief Executive
Matthew White	R&R Programme Director
Tanya Coff	Chief Financial Officer
Anne Baldock	Non-Executive Director
Anne McMeel	Non-Executive Director
Neil Sachdev	Non-Executive Director
Dr Simon Thurley CBE	Non-Executive Director
Simon Wright OBE	Non-Executive Director
Dr Stephen Duckworth OBE	Non-Executive Director

General Counsel in Attendance:

Name	Position
Jane Mee	General Counsel
Richard Caseley	Interim Head of Corporate Governance Process

In Attendance:

Name	Position
Alison Rogers	Head of Programme Development
Andy Haynes [Item 7]	Commercial Director



David Darbyshire	[Items 5.2,8]	Head of Financial Controls and Reporting
Laura Camilletti		Interim Secretariat
Linda Thomson		Executive Office Manager

Item	
1.	Health, Safety and Wellbeing The Chair reminded the Board that the Health, Safety and Wellbeing item was an opportunity to raise any Health, Safety and Wellbeing related matter. The Board were provided with an update on the comparative analysis that has been undertaken following the staff returning to work survey. The Board discussed the possible factors which could have contributed to the area of divergence in the feedback from staff from the Delivery Authority, as against the comparators, and agreed that future surveys should seek further feedback to help inform any return to work strategy.
2.	Chief Executive Report The Board was asked to note the immediate priorities, namely publication of the Strategic Review report; agreeing the revised mandate with Parliament, and any consequential adjustments to the timetable for production of the Outline Business Case (OBC); and agreeing any revised funding requirement as a result of the changes. The Chief Executive outlined longer-term priorities, including work on the organisation's Values and Behaviours, developing the Outline Business Case, progressing the Intrusive surveys, and development of the 'do-minimum' option for the QEII Building. Following an update on key current items the Board noted the financial report, that the Executive Sponsors for the Equality, Diversity, and Inclusion were in place and that an update on Data and Digital, including a response to a recent review in this area, would be brought back to the Board by the newly appointed CIO. The Programme Report [November 2020] was presented to the Board, and the Board was advised that a new dynamic data drive risk management system (ARM) will provide data driven statistical analysis of risk from the new financial year. The Board noted that the Programme Report would be rationalised going forward, focusing on the deliverables, outputs, dependencies and milestones.
3.	Business Case Development



	<p>3.1 Strategic Review Outcome</p> <p>The Chief Executive updated the Board on the outcome of the Strategic Review and in particular the proposed revised mandate for the continued presence option and the resulting implications for preparation and timing of the Outline Business Case. The Board noted that (i) as a result of the Strategic Review the co-location option for the two Houses of Parliament had been discounted; and (ii) the health and safety considerations of a Parliamentary presence being retained had been addressed.</p> <p>The R&R Programme Director presented the high level Phase One timeline to the Board and the implications of the revised mandate for the submission of the Outline Business Case.</p> <p>3.2 DA Business Plan</p> <p>The updated DA Business Plan was presented to the Board, reflecting the changes to the Outline Business Case timeline following the Strategic Review. It was noted that the proposed Phase One expenditure limit was significantly below the budget previously submitted to Parliament, notwithstanding the recent additional requirements.</p> <p>The Board approved the updates to the DA Business Plan, which would be submitted to the House of Commons Finance Committee and the House Commissions as part of the consolidated Sponsor Body R&R Business Plan.</p> <p>3.3. Interfaces Update</p> <p>The Interfaces Update was presented to the Board, outlining key interfaces between Parliamentary projects and the Delivery Authority's Programme. The Board noted that these provide an opportunity for information sharing and coordination and that this was reflected in the project management processes of the Delivery Authority.</p>
4.	<p>Commercial Incentive Strategy</p> <p>A revised approach to the incentive arrangements in the PPCM and ABS contracts in support of the timetable for the Outline Business Case and to promote joint working was outlined to the Board. The Board approved the proposed approach to joint incentivisation and the extension of both contracts to Phase One approval.</p>
5.	<p>Board Regulations – Scheme of Authorities Approval</p>



	<p>The Board considered and approved amendments to the Board Regulations and noted that the changes and the levels of delegated authority levels will be appropriately communicated.</p>
6.	<p>Items Referred from the Committees from the Board</p> <p>The Board was given a verbal update from the Investment Committee Chair and noted that a workshop had been held on the Delivery Partner strategy.</p> <p>The Board was presented with an update from the Health, Safety, Wellbeing and Sustainability Chair and noted the research project with Heriot-Watt University on behaviour based safety.</p>