



Minutes Sponsor Board

Meeting date	6 June 2022
Meeting location	Archbishops Room, Millbank House
Meeting time	4.00pm – 5.45pm

Attendees

Members Present
Liz Peace, Chair
Baroness Doocey
Lord Best
Lord Carter of Coles
Mark Tami MP
Marta Phillips
Paul Lewis
Robin Millar MP
Simon Thurley
Simon Wright
Sir Edward Leigh MP

Attendees	Item
Andy Helliwell, Chief Operating Officer, Sponsor Body	All
Chris Dawson, Head of Communications, Sponsor Body	All
David Goldstone, CEO, Delivery Authority	6
Gurdip Juty, Finance & Corporate Services Director, Sponsor Body	All
James Young, Chief of Staff, Sponsor Body	All
Johanna Porter, Board Secretary, Sponsor Body	All
John Benger, Clerk of the House of Commons	All
Karen Watling, Executive Assistant, Sponsor Body	All
Matt White, Programme Director, Delivery Authority	6
Patsy Richards, interim CEO designate, Sponsor Body	All
Sarah Johnson, CEO, Sponsor Body	All
Simon Burton, Clerk of the Parliaments, House of Lords	All

1. Welcome, agenda and declarations of interest

1.1 The Chair opened the meeting and confirmed that a quorum was present. She welcomed the new interim CEO designate, Dr Patsy Richards, to observe the proceedings. Dr Richards would replace Sarah Johnson as the Sponsor Body's chief executive and accounting officer after the Annual Report and Accounts had been signed in early July. The Chair, on behalf of the Board, thanked Sarah for her hard work and dedication to the R&R Programme.

1.2 Lord Deighton sent his apologies. Lord Carter, Sir Edward Leigh MP, Marta Phillips, Robin Millar MP and the Head of Communications joined the meeting virtually. Sir Edward Leigh MP left the meeting at 5.20pm. Robin Millar MP left the meeting at 5.40pm.



HOUSES OF PARLIAMENT

R&R SPONSOR BODY

1.3 The Board NOTED the meeting agenda (SB/22/048). There were no proposed amendments.

1.4 The Board NOTED the register of interest (SB/22/049). There were no further declarations of interest made as relevant to the meeting agenda.

2. Minutes of the previous meeting and matters arising

2.1 The Board APPROVED the minutes of the previous meeting on 3 May 2022 (SB/22/050).

2.2 The Board NOTED progress against the actions (SB/22/051). It was clarified that an update against the spending allocation described in SA/22/006 would be provided at the July meeting, but that an update on the spending over six months would be provided at the October meeting.

3. Interim CEO Appointment

Official: Liz Peace, Chair, Sponsor Board

3.1 **DECISION:** The Board NOTED its endorsement by correspondence of the appointment of Dr Patsy Richards as interim CEO for the Sponsor Body.

4. Sponsor Body Progress Report

(SB/22/052)

Period: May 2022

Official: Sarah Johnson, CEO, Sponsor Body

4.1 The Board was reassured that the Sponsor Body continued to have the necessary resource in place for the transition period. The Head of Performance had stepped into the Chief of Staff role, and the Head of Business Case and Head of Communications had replaced the Business Case and Communications Directors respectively. 35 members of Sponsor Body staff also remained in post.

4.2 The Board requested that a transition risk register be included with the Sponsor Body Progress Report at its next meeting.

4.3 **DECISION:** The Board NOTED the Sponsor Body Report for May 2022.

5. Transition Update

Officials: John Benger, Clerk of the House of Commons

Andy Helliwell, Chief Operating Officer, House of Lords

5.1 The Board requested to see both the full joint Commissions' and Independent Advice & Assurance Panel's reports in advance of the joint Commissions' meeting.

5.2 The COO of the House of Lords said that the report had been commissioned by the joint Commissions for use at their next meeting. The decision would be published as a prelude to the debates. Commission members would review documents during the meeting on 13 June 2022 and decide what they were content to share with the Sponsor Board.

5.3 He confirmed that the debates were scheduled to take place ahead of the summer recess, and that the statutory decisions would be enacted thereafter. The Board expressed concern about



the length of the transition timetable. The Clerk of the House of Commons explained that the Statutory Instruments were complex and would take time to draft.

5.4 The Delivery Authority's (DA) current Task Brief would be updated by the Sponsor Body once the outcome of the debates was known. The Sponsor Body would remain responsible for providing instruction to the DA.

5.5 The Board requested to see an operating model for the transition period that reflected the changing relationships and showed clear lines of accountability.

6. DA Programme Update

Executive Summary: April 2022

(SB/22/053)

Officials: David Goldstone, CEO, Delivery Authority
Matt White, Programme Director, Delivery Authority

6.1 The CEO reported that the DA were reviewing a wide range of scope and delivery options for the future programme and developing a set of assessment criteria.

6.2 The assessment criteria and an outline process for down selecting options would be brought to the Sponsor Board's July meeting. The down selection process would commence in autumn 2022; this would be an iterative process involving the joint Commissions. A small number of schemes would then be developed further in early 2023, providing a complete audit trail for a future business case.

6.3 A Phase 1 Plan would be developed once the debates had taken place which would take the Programme through to a Strategic Outline Business Case (SOBC).

6.4 Many of the scope and delivery options identified would require the displacement of both people and heritage collections at some point during the work. The Programme Director said that work had commenced on an accommodation model for the whole Estate.

6.5 The CEO confirmed that the DA were continuing to review their spending against the allocated funding. He anticipated that a latest forecast against the current budget, for current tasks, would come in below the approved funding; the early savings would be used to fund future ramping up of activity later in the year if necessary. The Board requested that it remain sighted on the DA's spending.

6.6 The Board expressed concern that the departure of the Sponsor's Representatives (S-Rep) had impacted its ability to scrutinise the DA's activity. The Board was reassured that the Sponsor Body continued to keep programme assurance under review and that it could be scaled up again as required. The Finance & Corporate Services Director would provide copies of the Data and Digital, Programme Management and Corporate Services deep dive reports at the July meeting.

6.7 **DECISION:** The Board NOTED the DA Executive Summary & Programme Report for April 2022.



7. Annual Report & Accounts 2021/22

(SB/22/054)

Officials: Gurdip Juty, Finance & Corporate Services Director, Sponsor Body
Philip Hall, Head of Finance, Sponsor Body

7.1 The Finance & Corporate Services Director introduced the paper confirming that the Board's feedback had been taken into account, and a foreword from the Chair had been added. The NAO audit was underway and progressing well.

7.2 **DECISION:** The Board REVIEWED the Annual Report and Account 2021/22 and

- a. Indicated it was CONTENT with the tone and flow of the updated Performance Report section
- b. Indicated it was CONTENT with the Accountability Report section
- c. NOTED progress with Financial Statements section
- d. DELEGATED final approval of the Annual Report and Account to the Board Chair, Audit and Assurance Chair and Independent Committee Member Hunada Nous following the Audit and Assurance Committee

8. Comments, announcements, and other business

8.1 There was no further business.

8.2 The date of the next meeting would be Monday 18 July 2022.

8.3 The Chair brought the meeting to a close at 5.55pm.

9. Papers enclosed for information

9.1 DA Programme Report: April 2022

(SB/22/055)

Signed By:

Date: 18 July 2022
