



Minutes Sponsor Board

Meeting date	18 July 2022
Meeting location	Archbishops Room, Millbank House
Meeting time	3.30pm – 5.30pm

Attendees

Members Present
Liz Peace, Chair
Baroness Doocey
Lord Best
Lord Carter of Coles
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
David Goldstone, CEO, Delivery Authority	5 & 6
Elayne Carby, Assistant Board Secretary	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
Matt White, Programme Director, Delivery Authority	5 & 6
Patsy Richards, interim CEO, Sponsor Body	All
Tanya Coff, CFO, Delivery Authority	5 & 6
Marek Kubala, Head of Governance & Parliamentary Procedure	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 interim CEO to her first formal meeting and reiterated her thanks to Sarah Johnson the outgoing CEO for her commitment to the Programme.
- 1.2 Lord Deighton and Mark Tami MP had sent their apologies. A number of members had to leave to attend to House business, but the meeting remained quorate throughout.
- 1.3 DECISION: The Board NOTED the meeting agenda (SB/22/056). There were no proposed amendments.
- 1.4 DECISION: The Board NOTED the register of interests (SB/22/057). There were no further declarations of interest made relevant to the meeting agenda. Members were reminded to review and update their declarations of interest before 29 July 2022.



2. Minutes of the previous meeting and matters arising

- 2.1 The Board APPROVED the minutes of the previous meeting on 6 June 2022 (SB/22/058).
- 2.2 Members noted that at paragraph 6.2 of the minutes it said that ‘the assessment criteria and outline plan for down selecting options would be brought to the July meeting’; it was confirmed that this paper would instead be provided by correspondence as it was still being developed by officials.
- 2.3 DECISION: The Board NOTED the progress against the actions (SB/22/059). The Chair asked that the Board be updated on the Delivery Authority expenditure earmarked to support the new approach to works at its September meeting.

3. Sponsor Body Progress Report

(SB/22/060)

Period: June 2022

Official: Patsy Richards, interim CEO, Sponsor Body

- 3.1 The House of Commons had held its debate on the Restoration of the Palace of Westminster ([Hansard vol 718](#)) on 12 July 2022, and the House of Lords ([Hansard vol 823](#)) on 13 July 2022. Parliamentary members reflected on the debates and the Chair thanked the teams for their input.
- 3.2 The interim CEO said that the R&R Transition Programme had now been established and given that both motions had passed without divisions or amendments, the right political cover was in place to start the process of bringing the Sponsor Body function back into Parliament as the new ‘R&R Client Team’.
- 3.3 The resource structure of the Sponsor Body was being reviewed to ensure that it could fulfil its duties as the future R&R Client Team. This included a review of the assurance provision to ensure that the Sponsor Board continued to receive the information it required .
- 3.4 It was planned that basement tours would continue over the summer. Further comms were planned to inform staff about the transition arrangements and TUPE process.
- 3.5 DECISION: The Board NOTED the Sponsor Body Report for June 2022.

4. Transition Update

(verbal)

[Joint Commissions’ Report](#)

R&R Information for Members of both Houses

(SB/22/061)

Evolution of the R&R Governance Structures

(SB/22/062)

Officials: John Benger, Clerk of the House of Commons

Andy Helliwell, Chief Operating Officer (COO), House of Lords

- 4.1 The COO said that following the debates in both Houses the Programme was able to move onto the next stage of transition. The Transition Implementation Group and its eight workstreams would become the R&R Transition Programme, with four supporting projects. The Sponsor Body’s interim CEO would be the Senior Responsible Owner (SRO) of the R&R Transition Programme.



4.2 The Houses' Commissions were in the process of agreeing the new governance arrangements, including the role and composition of the R&R Client Board and R&R Programme Board as well as the future role of the Sponsor Board during the transitional period. It was anticipated that the Commissions would lead on the strategic decision-making requirements; and that the Sponsor Board would, until such a time as the SI abolished its function:

- Provide advice to the Programme Board on any supplementary funding requests or estimates
- Provide advice to the Programme Board on value for money of the Programme
- Provide advice to the Programme Board on the activities of the Delivery Authority
- Approve the 2022/23 Annual Accounts (unless the statutory instrument is passed before 31 March 2023)
- If decisions were required before the Programme Board was established, then the Sponsor Board would need to consult with the Joint Commissions/Client Board.

4.3 It was anticipated that the R&R Client Board, comprising of all the members of both House Commissions, would meet for the first time in September and meet approximately monthly until the R&R Programme Board was in place. It would take time to recruit the necessary external members to the R&R Programme Board.

4.4 Concern was expressed that the Joint Commissions' Report stated ([para 20](#)) that the Delivery Authority's (DA) CEO would form part of the R&R Programme Board membership. It was suggested that it might be more appropriate for the Delivery Authority Board Chair to attend and that it should be made clear this was not full membership but an 'in attendance' role. It would be important for the R&R Client Board to continue to be able to hold the DA to account, and a level of separation between the R&R Client Team and DA needed to remain in place.

4.5 The Sponsor Body staff would transition into the new joint department to create the new R&R Client Team.

4.6 The draft SI were in production; it was hoped that they could be enacted in late 2022. It was confirmed that the Board would remain legally accountable until the new Statutory Instruments (SI) were enacted to abolish its function.

4.7 The Board expressed concern that the governance organogram provided did not illustrate the continued accountability of the Sponsor Board. Members asked that it be amended.

4.8 The COO assured the Board that, whilst the Sponsor Board remained responsible for the Programme's financial decisions, it was not anticipated that there would be any significant decisions requiring changes to Programme funding ahead of the SI coming into effect. Any significant changes would be handled through the normal 'Supplementary Estimate' process in February 2023.

4.9 It was suggested that the Board should find a suitable opportunity to reflect on and capture its experience of the last four years on the Programme to inform the work of the incoming R&R Programme Board members. This could form part of the formal hand over and include some key messages about the political complexity of the environment in which the Sponsor Board had been operating.



4.10 DECISION: For information only – no decision was required.

5. DA Programme Update

Executive Summary: May 2022

(SB/22/063)

Officials: David Goldstone, CEO, Delivery Authority

Matt White, Programme Director, Delivery Authority

Tanya Coff, CFO, Delivery Authority

5.1 The CEO said that the outcome of the debates had given the Delivery Authority (DA) the certainty it needed about how to progress with the development of the range of new options, including varying outcome levels and construction scenarios. This included an option for an eight-year decant as requested in the debates. There had been very positive joint work between the SB, DA and Parliament on engagement ahead of the debates and it was clearly essential that wide and deep engagement should continue going forward. The DA was now working with in house teams across a wide range of activities.

5.2 The DA would need a new Task Brief in the autumn to continue work.

5.3 The provisioning of the welfare facilities for the intrusive surveys continued to be an issue. The facilities now in place were unsatisfactory due to various health and safety related issues, including fire safety. The DA was working with the Sponsor Body and Parliament, who were responsible for rectifying the issues; a scope and snag list had been agreed that would bring the facilities up to the level required for certification.

5.4 It was agreed that the working drafts of the New Approach to Works Options Evaluation Criteria and Outcome Levels & Construction Scenarios would be shared with the Sponsor Board by correspondence. The Board would also receive the final papers at its September meeting.

5.5 The DA's financial summary would also be provided via correspondence, and form part of the future circulations.

5.6 DECISION: The Board NOTED the DA Executive Summary & Programme Report for May 2022.

6. Financial Deep Dives

(SB/22/064)

Official: Gurdip Juty, Finance & Corporate Services Director, Sponsor Body

6.1 The interim CEO introduced the paper on behalf of the Finance & Corporate Services Director.

6.2 The DA's CEO assured the Board that his team were continuing to look at resourcing; the initial Estimate had been set up quickly and further savings had been identified through the Deep Dive process. He was not of the opinion that further reductions would be possible if the work outlined in the current task brief was to be delivered; however quarterly reforecasting would continue. The CFO said that the DA would continue to challenge its own spending as the future programme requirements, and a new Target Operating Model, were clarified.

6.3 The DA were now in a position where they had generated sufficient savings to cover the anticipated further costs of additional design work in the second half of the financial year. At the time the Budget was agreed, this had been expected to require a Supplementary Estimate, so this was a welcome development.



6.4 DECISION: The Board NOTED the outcomes of the deep dives and APPROVED the next steps.

7. Comments, announcements, and other business

7.1 The Chair of the Audit & Assurance Committee reported that the Annual Report & Accounts (ARA) had been laid in Parliament before the summer recess as planned and that the NAO were content. The House of Lords would debate the ARA in the autumn, although no date had been set. She thanked all those involved in meeting this deadline. The Chair thanked the AAC Chair, Members and Sponsor Body staff for their hard work in getting the Annual Report and Accounts over the line.

7.2 The date of the next meeting was 5 September 2023.

7.3 The Chair brought the meeting to a close at 5.38pm.

8. Papers enclosed for information

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| 8.1 DA Programme Report: May 2022 | (SB/22/065) |
| 8.2 Monthly Comms Evaluation: June 2022 | (SB/22/066) |
| 8.3 AAC Minutes | (SB/22/067) |

Signed By:

Date: 05 September 2022
