

BOARD OF THE SHADOW SPONSOR BODY

Title	Minutes of actions agreed by correspondence in lieu of the Board meeting on 23 March 2020
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Board Members who responded:

Liz Peace (Chair)
Lord Best
Lord Carter of Coles
Lord Deighton
Neil Gray MP
Damian Hinds MP
Brigid Janssen
Marta Phillips
Baroness Scott of Needham Market
Sir Robert Syms MP
Dr. Simon Thurley
Simon Wright

Declarations of Interests

There were no declarations of interests.

- 1. Shadow Sponsor Body Progress Report: February 2020** **SSB/20/023**
The Board **NOTED** this update by correspondence.
- 2. R&R Programme Progress Report: January 2020** **SSB/20/024**
The Board **NOTED** this update by correspondence.
- 3. NEP Highlight Report: February 2020** **SSB/20/025**
The Board **NOTED** this update by correspondence.
- 4. Revised draft Parliamentary Relationship Agreement (PRA)** **SSB/20/026**
The Board **REVIEWED** the revised draft of the PRA, including the draft Data Sharing Agreement and draft Security and Access Arrangements Appendix, and **INDICATED THAT THEY WERE CONTENT** with the draft text, by correspondence.

The Board **TOOK NOTE** of the changes made to the draft PRA as explained in the paper.
The Board **TOOK NOTE** of the status of each subsidiary document as set out in the paper.

The Board **AGREED** that the Sponsor Body Chief Executive Officer had delegated authority to agree any subsequent non-substantive changes to the text before it was finalised and signed on 8 April 2020. The Board **AGREED** that the final version of the PRA, as signed, should be made available on the Programme website.

5. House of Lords Decant Project: Update and Engagement **SSB/20/027**
Overview & Next Steps

The Board **NOTED** progress on the Lords Decant Project, including recent engagement with the Lords Services Committee and Commission. Board members requested clarification regarding the planned engagement with Members of the Lords: the planned engagement activity would not proceed and revised plans would have to be made for engagement in line with the developing Covid-19 situation.

6. Sponsor Board Policies Requiring Approval **SSB/20/028**

The Board **APPROVED** in principle the following policies, set out in the annexes to the paper, by correspondence:

A01: FOI Policy Statement

A02: Environmental Information Regulations Policy

A03: Data Protection Policy

A04: Health, Safety & Wellbeing Policy

The Board **APPROVED** in principle that the Board would, on 8 April 2020, delegate to the CEO the authority to approve the policies listed at paragraphs 10(a) and 10(b) in the paper.

7. Board Regulations & Scheme of Authority (Update) **SSB/20/029**

The Board **ENDORSED** the proposed Board regulations and scheme of authority, by correspondence. One member raised concerns about an aspect of the proposed regulations, which would be addressed before they were brought to the Board for adoption on 8 April 2020.

The Board **NOTED** the new governance framework.

8. New shadow Sponsor Board Members and Nomination of Sponsor Body Spokespeople **SSB/20/030**

The Board **NOTED** the appointment of new shadow Sponsor Board members, by correspondence.

The Board **AGREED** to the nomination of Sponsor Body spokespeople in each House.

The Board **AGREED** that the terms of the Parliamentary members of the substantive Board should be fixed at three years from 8 April 2020.

AOB

The Board also, by correspondence, gave their consent to the recommended appointment of Matthew White as a Delivery Authority Executive Board Director. The terms of this

appointment had been laid out in the paper titled 'Appointment of Delivery Authority Executive Board Director' (SSB/20/036).

Next Meeting

The Board's next meeting would be on 8 April 2020.