



## **BOARD OF THE SHADOW SPONSOR BODY**

### **Minutes**

*Meeting of 10<sup>th</sup> September 2018*

Present:

Elizabeth Peace (Chair)  
Lord Carter of Coles  
Lord Deighton  
Lord Geidt  
Neil Gray MP  
Brigid Janssen  
Sir Patrick McLoughlin MP  
Marta Phillips  
Baroness Scott of Needham Market  
Mark Tami MP  
Simon Thurley  
Simon Wright (member-designate)

In attendance:

Ed Ollard (Clerk of the Parliaments)  
Myfanwy Barrett (Managing Director Corporate Services) representing David Natzler  
Tom Healey (Programme Director)  
Kate Emms (Chief of Staff, Shadow Sponsor Body)  
Amanda Colledge (Business Case Director, Shadow Sponsor Body)  
David Livesley (Business Process Lead, Shadow Sponsor Body)  
Faiza Fareed (Director of Communications and External Relations (Acting), Shadow Sponsor Body)  
Sian Joseph (Head of Secretariat, Shadow Sponsor Body)  
Susannah Street (Board Secretary, Shadow Sponsor Body)  
Karen Watling (Executive Assistant, Shadow Sponsor Body)

Apologies: David Natzler (Clerk of the House)

### **1. CHAIR'S OPENING**

The Chair welcomed the Board and briefly outlined her ambitions for the way in which the Board would work together.

### **2. BOARD MEMBERS' INTRODUCTION**

Board members provided brief introductions.

### **3. CODE OF CONDUCT (SSB001)**

The Board were informed that the document aligned with the Codes of Conduct of both Houses of Parliament.

The Board **agreed** the Code of Conduct. Further guidance would be provided on communications lines.

#### **4. BOARD TERMS OF REFERENCE (SSB002)**

The Board were informed that the document would be submitted to the Commissions of the House of Commons and House of Lords for their sign-off, likely in October. The Board discussed the need to understand the financial oversight it had of the Programme.

The Board **agreed** the Terms of Reference.

#### **5. DRAFT MOU WITH PARLIAMENT (SSB003)**

The Board were informed that the document was being reviewed by the Commissions of both Houses of Parliament.

The Board questioned the limits of personal financial liability for Board members. Further advice would be provided. The Board discussed the interface with the Northern Estate Programme and agreed there needed to be clarity about the relationship the Shadow Sponsor Board had with that programme.

The Board suggested a change to paragraph 18 of the Memorandum of Understanding, to clarify the role of the Commissions in any changes to the scope of the Programme.

The Board **noted** the Memorandum of Understanding.

#### **6. SPONSOR BOARD REPRESENTATION AT PROGRAMME BOARD**

The Chair proposed that Simon Wright could attend Programme Board meetings on behalf of the Sponsor Board; he agreed to attend the next such meeting.

The Board agreed that the Restoration and Renewal Programme Director should attend Sponsor Board meetings to provide updates and to share the Programme Summary Report.

#### **7. BOARD INDUCTION OPTIONS (SSB004)**

The Board agreed that mandatory briefing sessions on key topics would be scheduled prior to Board meetings, and the other proposed sessions would be optional according to individual need.

#### **8. DRAFT BILL (SSB005)**

The Board noted the progress of the Bill, which was expected to be published in draft in the autumn.

#### **9. DECLARATIONS OF INTEREST (SSB006)**

The Board were informed that for Parliamentary Members the information in the document had been taken from the Members' registers of interests. Other Board members were thanked for providing the information.

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The Board will next meet on 15<sup>th</sup> October at 3pm (induction briefings) for 5pm (Board meeting).