

## BOARD OF THE SHADOW SPONSOR BODY

### Minutes

*Meeting of 15<sup>th</sup> October 2018*

Present:

Elizabeth Peace (Chair)  
Lord Deighton  
Neil Gray MP  
Brigid Janssen  
Sir Patrick McLoughlin MP  
Baroness Scott of Needham Market  
Mark Tami MP  
Simon Thurley  
Simon Wright

In attendance:

Ed Ollard (Clerk of the Parliaments)  
Sir David Natzler (Clerk of the House)  
Tom Healey (Programme Director)  
Kate Emms (Chief of Staff, Shadow Sponsor Body)  
Faiza Fareed (Director of Communications and External Relations (Acting), Shadow Sponsor Body)  
Alex Harris (Team Administrator, Shadow Sponsor Body)  
Sian Joseph (Head of Secretariat, Shadow Sponsor Body)  
David Livesley (Business Process Lead, Shadow Sponsor Body)  
Susannah Street (Board Secretary)  
Richard Ware (Advisor on Member Engagement, R&R Programme)  
Emma Wharton (Client and Customer Director, R&R Programme and NEP)  
Ian Todd (Project Development Agreement Lead, R&R Programme) attended for item 5.

Apologies: Lord Carter of Coles, Lord Geidt, Marta Phillips.

The Chair welcomed Sir David Natzler.

### I. MINUTES OF PREVIOUS MEETING

The minutes of the Board meeting of 10 September 2018 were agreed.

### 2. R&R DRAFT PROGRAMME VISION AND STRATEGIC THEMES (SSB/18/007)

The Board discussed the Programme's draft vision and strategic themes. Board members shared their thoughts about key ambitions for the Programme. A revised draft vision would be brought back to the Board for its approval.

### **3. EMERGING FRAMEWORK FOR STAKEHOLDER ENGAGEMENT TO INFORM PALACE DESIGN (SSB/18/008)**

The Board considered the paper, which focused on options for the Programme's engagement with members of both Houses as part of the development of the Initial Project Brief. The Board discussed options for the engagement process aimed at trying to ensure members had opportunities for involvement and that the engagement was as broad as possible.

The Board **agreed** to proceed with its work on the Programme vision before launching engagement with members of both Houses, including through a questionnaire, early in the new year. The Board **agreed** that engagement with Parliamentary staff and third-party occupants of the Palace should proceed as planned.

### **4. ACCOUNTABILITY TRANSFER REVIEW FOR SPONSOR FUNCTIONS: SCOPE AND TIMETABLE (SSB/18/009)**

The Board **agreed** to the proposal for an accountability transfer review regarding transferring accountability for sponsor functions (including stakeholder consultation and engagement, commissioning, and development of the Business Case) from the current Senior Responsible Officer to the Shadow Sponsor Body. The review was expected to take place in early December.

### **5. APPOINTMENT OF PROGRAMME REPRESENTATIVE (P-REP) (SSB/18/010)**

The Board **agreed** in principle to the commencement of procurement of a Programme Representative (P-Rep) service on the basis of the general terms and principles set out in the paper, including that the service should be procured as a bespoke contract with a suitably capable consultancy. The draft specification for the P-Rep service would be reviewed with Liz Peace and Simon Wright, and the pricing and tender evaluation models would be discussed and agreed, and brought back to the Board for approval. The Board discussed the timetable for bringing the service into operation, and the need to drive real value from the arrangement.

### **6. SSB DOCUMENTATION PUBLICATION AND TRANSPARENCY (SSB/18/011)**

The Board **agreed** that Board agendas would be published in full, with the agenda for a meeting published at the same time as the minutes of that meeting; that where it was proposed that a Board paper should be published, the Chair would be asked to agree the publication of that document; and that minutes of Board meetings would be agreed at the subsequent Board meeting and then published, subject to any redactions agreed as necessary by the Board. If material had been removed, this would be indicated by a note at the end of the published minutes.

### **7. UPDATE ON THE R&R BILL, INCLUDING COMMUNICATIONS PLAN (SSB/18/012)**

The Board was provided with an update on the progress of the draft Parliamentary Buildings (Restoration and Renewal) Bill, which was expected to be published shortly. The Board was also updated on proposed communications around the publication of the draft Bill. Board members discussed the contents of the draft Bill.

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The Board would next meet on 19<sup>th</sup> November 2018.