

BOARD OF THE SHADOW SPONSOR BODY

Title	Meeting Minutes	
Meeting Date	3 February 2020	
Location	Archbishops' Room, Millbank House	
Time	Start	3.30pm
	End	6.30pm

Board Members Present

Liz Peace (Chair)
 Lord Deighton
 Lord Geidt
 Brigid Janssen
 Marta Phillips
 Baroness Scott of Needham Market
 Mark Tami MP
 Dr. Simon Thurley
 Simon Wright

Officials in Attendance

Name	Position	Item
Ed Ollard	Clerk of the Parliaments	
Charlotte Simmonds	R&R Director, House of Commons	
Sarah Johnson	CEO, shadow Sponsor Body	
Michael Torrance	Head of Secretariat, shadow Sponsor Body	5
Susannah Street	Board Secretary, shadow Sponsor Body	
Ros Serrelli	Partner, Sharpe Pritchard LLP	2
Ellie Hunter	Sharpe Pritchard LLP	2
Mike Brough	Director of Commissioning & Delivery Assurance	6
James Young	Deputy Director of Commissioning & Delivery Assurance	6
Johanna Porter	Governance Support Officer, shadow Sponsor Body	

Apologies

Lord Carter, Neil Gray MP and John Benger, Clerk of the House of Commons, sent their apologies. Matt White, Programme Delivery Director, also sent his apologies.

Charlotte Simmonds, House of Commons R&R Director, represented John Benger at the meeting.

Declarations of Interests

There were no declarations of interests.

I. Minutes of the previous meeting

The minutes of the previous meeting were agreed.

2. Sharpe Pritchard LLP Briefing on the Board's Statutory Obligations

Ros Serrelli of Sharpe Pritchard briefed the Board about its statutory responsibilities as a new public body.

The Board **DISCUSSED** its responsibilities, including under the Parliamentary Buildings (Restoration and Renewal) Act 2019. Further clarification on fire safety responsibilities would be required, and the Board requested further details on their personal liabilities.

3. Board Effectiveness Survey Results

SSB/20/011

The Board **DISCUSSED** its reactions to the survey and what it considered to be an effective Board for the Sponsor Body, and considered the suggested actions. This was a closed room session.

4. Board Regulations & Scheme of Authority

SSB/20/012

Sarah Johnson presented the draft Board Regulations & Scheme of Authority for the substantive Board. The regulations set out the proposed proceedings of the Board and its Committees and the responsibilities and authorities of the Sponsor Body's Officers.

The Board **DISCUSSED** the paper. The Board was content with the draft presented and looked forward to approving the final version in April.

5. Draft Parliamentary Relationship Agreement

SSB/20/013

Michael Torrance presented the draft Parliamentary Relationship Agreement (PRA) between Parliament and the substantive Sponsor Body. The Board was informed that the PRA would be revised at least once during the programme and that the draft presented reflected what was needed at the beginning of the substantive phase of work.

The Board **REVIEWED** the draft PRA. Questions were raised about areas of potential ambiguity in the text and suggestions for changes were made, particularly regarding roles in planning applications, external relationships, timely responses to requests made by the Sponsor Body, and obligations regarding fire safety and health and safety. The PRA would return to a future meeting, and the Board requested sight of the key annexes to which the draft referred.

The Board **TOOK NOTE** of the subsidiary PRA documents which were under development, and **TOOK NOTE** of the services the Programme might seek from Parliament and vice versa.

6. Managing Risk & Assurance through Transition

SSB/20/014

Mike Brough and James Young presented a paper on managing risk and assurance through the transition to the substantive bodies. The paper gave the Board a comprehensive update on the progress of agreeing a structure with the Houses to handle risk once the Sponsor Body had become substantive. It was noted that risk and assurance would be managed in alignment with the PRA.

The paper had previously been reviewed by the Commons Executive Board Risk Oversight Committee, the Audit Committee Chairs, and the Clerks of both Houses and was due to be considered by a joint meeting of the Audit Committees and Lords Management Board that week.

The Board **NOTED** the contents of this paper.

AOB

Sarah Johnson thanked the Board members for finding additional time in their schedules to support the Sponsor Body in its transition to its substantive state.

Next Meeting

The Board's next meeting would be on Monday 24 February 2020.