

BOARD OF THE SHADOW SPONSOR BODY

Minutes

Meeting of 18th March 2019

Present:

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

In attendance:

Ed Ollard (Clerk of the Parliaments)
Tom Healey (Director, shadow Sponsor Body)
Kate Emms (Chief of Staff, shadow Sponsor Body)
Susannah Street (Board Secretary)
Ben Wheeldon (Programme Delivery Director, R&R)
Andrew Rickman (Head of PMO, R&R Programme)
Faiza Fareed (Head of Communications, shadow Sponsor Body)
Anish Kaul (Team Administrator, shadow Sponsor Body)
Michael Torrance (Head of Secretariat, shadow Sponsor Body)
Meg Conway (Director of User Requirements, R&R Programme) joined for item 4
Giorgia Stewart (Public Engagement Advisor, shadow Sponsor Body) joined for item 6
David Livesley (Business Process Lead, R&R Programme) joined for items 9, 10 and 11
John Cryer (Programme Director, NEP), Nina Radford (NEP Planning & External Relations Manager),
Paul Monaghan (Lead Architect for Richmond House, Allford Hall Monaghan Morris Ltd), and Jonny Popper (Managing Director, London Communications Agency) joined for item 13

Apologies: Neil Gray MP sent his apologies.

The Chair thanked Ben Wheeldon for his work and wished him well in his new role, and informed the Board about some of her recent meetings with Programme stakeholders. The Board agreed to meet at 3.30pm in future.

I. MINUTES OF PREVIOUS MEETING

The minutes of the Board meeting of 11 February 2019 were **agreed**.

2. SHADOW SPONSOR BODY WORKPLAN UPDATE (SSB/19/014)

The Board **noted** the update on progress against the shadow Sponsor Body workplan. The Board agreed that its preference was for the engagement team to be brought within the shadow Sponsor Body.

3. R&R PROGRAMME PROGRESS REPORT – PERIOD: JANUARY 2019 (SSB/19/015/REV)

The Board **noted** the progress report from the Delivery team. The Board requested that the output from the next key design milestone, the RIBA IB report, should be provided to the Board in a way that conveyed the key strategic issues for the Board's attention. Progress on the digital project was discussed. The Board noted that recruitment to the R&R team was slow, but also that there might be opportunities to speed it up by further streamlining HR processes.

4. PALACE PROJECT REQUIREMENTS (SSB/19/016/REV)

The Board considered a paper about the work undertaken on the Palace project by the design team, and the reasons for and implications of rescheduling the user requirements engagement aspect of the RIBA I programme which had been agreed by the shadow Sponsor Body and Delivery team. The Board **discussed** the next steps, which included the shadow Sponsor Body hosting workshops with shadow Sponsor Board members and key officials from both Houses.

The Board **discussed** the implications for the Palace RIBA I timeline and task orders. The change had resulted in approximately a 7-week delay to the RIBA I programme, although the Programme Delivery Director accepted the Board's challenge to bring the RIBA I programme back within its original schedule and budget, and agreed to keep the Board apprised of the Delivery team's progress against that challenge.

The Board discussed its role, which included being a catalyst and supporting the two Houses to make decisions about their requirements from the Programme. The shadow Sponsor Body needed to manage an iterative process of consultation and decision-making. A paper would be brought to the Board on matters that would be ruled in or out of consideration by the Programme.

5. LEGACY/MASTERPLANNING WORKSHOP OUTCOMES, INCLUDING POTENTIAL LEGACY OPTIONS FOR RICHMOND HOUSE (SSB/19/017)

The Board **took note** of the outcomes of the workshop on legacy/masterplanning, and of the suggested legacy options for Richmond House.

The paper would also be considered by the House of Commons Finance and Administration Committees and the House of Commons Commission. The House of Lords Administration intended to conduct a subsequent legacy exercise, the outcome of which would be considered by the House of Lords Commission in due course.

6. PUBLIC ENGAGEMENT STRATEGY DEVELOPMENT PROPOSAL (SSB/19/018)

The Board **discussed and agreed** the broad scope for a public engagement strategy for R&R. A draft strategy would be developed, with outline costs, for the Board's approval in July.

The Board **agreed in principle** the following recommendations to support the process:

- The SSB Engagement Group should drive the development of the strategy.
- The SSB External Relations team should work in collaboration with both Houses, including the Public Engagement Group (PEG), Delivery team, and Archives Accommodation and Northern Estate Programmes in developing the strategy.
- The External Relations team should work with the bicameral Participation team, and other teams involved in public engagement, to leverage opportunities within the outreach and visitor programmes already delivered by the two Houses.

The Board **endorsed** the progression of planning for a heritage collections engagement programme, to complement wider work on a comprehensive heritage and collections strategy—exploring potential partnerships and developing an outline proposal, including on logistics and budget. The External Relations team would ensure that there was a synergy between public consultation and engagement on design requirements and more general public engagement programmes.

7. SHADOW SPONSOR BODY BUSINESS PLAN 2019/20 – 2021/22 (SSB/19/019)

The Board **agreed** the business plan. The Commons Executive Board and Lords Management Board would be invited to take note of the business plan in April.

8. ACCOUNTABILITY TRANSFER REVIEW FOR SPONSOR FUNCTIONS – UPDATE (SSB/19/020)

The Board **noted** progress against the recommendations of the Accountability Transfer Review.

The Board were reminded that the transfer of accountability for sponsor functions was expected to take place at the end of the month.

9. ACCOUNTABILITY TRANSFER REVIEW RECOMMENDATION 5: INFORMATION ABOUT THE DRAFT BILL AND POLICIES AFFECTING THE SPONSOR BOARD AND SPONSOR BODY STAFF (SSB/19/021)

The Board **noted** the contents of the paper, covering the policy in the draft Bill, the policy in respect of transition of appointments from shadow status through to statutory body, the terms and conditions of staff, and the work being undertaken on the process for setting up the statutory Sponsor Body. Board members would be kept informed of progress on the draft Bill.

10. MANAGEMENT OF RISK AND ASSURANCE IN THE R&R PROGRAMME (SSB/19/022)

The Board **noted** the contents of the paper, which provided a high-level view of the programme-wide framework being developed to manage risk, and the associated assurance arrangements.

11. TRANSFER OF SPONSOR FUNCTIONS FOLLOWING THE ACCOUNTABILITY TRANSFER REVIEW (SSB/19/023)

The paper provided the Board with a summary of the changes that would result from the transfer of accountability for sponsor functions to the shadow Sponsor Body. The Board **agreed** the updated

Terms of Reference for the shadow Sponsor Board, Integrated Assurance Group, and Procurement Sub Group.

12. ESTABLISHING A NOMINATIONS AND REMUNERATION COMMITTEE (SSB/19/024)

The Board **agreed** the proposed membership and Terms of Reference of the Nominations and Remuneration Committee.

13. PRESENTATION ON THE DESIGNS FOR RICHMOND HOUSE

Paul Monaghan, Director, AHMM, provided a presentation on the current designs for Richmond House.

14. HOUSE OF LORDS DECANT DESIGN PRINCIPLES (SSB/19/025)

The item was not considered and would be handled by correspondence.

AOB

There was no other business.

The Board would next meet on 29th April 2019.