



Restoration & Renewal Delivery Authority Board

Board Summary

Meeting Date	Monday 21 st December 2020
Meeting Location	Remotely via Microsoft Teams and by telephone
Meeting Time	13:00 – 15:30

Members Present:

Name	Position
Mike Brown CBE MVO	Chair
David Goldstone CBE	Chief Executive
Matthew White	R&R Programme Director
Tanya Coff	Chief Financial Officer
Anne Baldock	Non-Executive Director
Anne McMeel	Non-Executive Director
Neil Sachdev	Non-Executive Director
Dr Simon Thurley OBE	Non-Executive Director
Simon Wright OBE	Non-Executive Director
Dr Stephen Duckworth OBE	Non-Executive Director

In Attendance:

Name	Position
Andy Haynes [Item 5]	Commercial Director
Alison Rogers	Head of Programme Development
Bev Weston [Item 6]	IHSE
Chris Harding [Item 6]	Masterplan Lead
Daniel Walder [Item 6]	Architect
Laura Camilletti	Secretariat
Linda Thomson	Executive Office Manager



Item	
1.	<p>Health, Safety and Wellbeing</p> <p>The Chair reiterated the Health, Safety and Wellbeing item was an opportunity for Board Members to raise any appropriate Health, Safety and Wellbeing related comments.</p> <p>The Committee were updated on returning to the office. It was highlighted that the Parliamentary authorities had closed the estate to everyone except those needed for core chamber and essential business needs, so the office would be shut.</p> <p>The Committee noted that the Positive Mental Health Ambassador network had created a rota for the Christmas break, which included social events and groups to support colleagues over the whole Christmas period.</p>
2.	<p>Chief Executive Report</p> <p>The Chief Executive welcomed and introduced Jane Mee as the General Counsel to the Delivery Authority.</p> <p>The Chief Executive informed the Board of the four key areas of findings from the Strategic Review Report.</p> <p>The Chief Executive updated the Board on the progress of the HR policies, the Scheme of Authorities, and the external review for the Data and Digital aspect of the DA Business Plan. It was highlighted that the DA Business Plan had been discussed with the Sponsor Body at the beginning of December.</p> <p>The Programme Report [October 2020] was presented to the Board, and discussion focused on progress on the Safety Management System, non-intrusive surveys, the Heritage Collections Decant project schedule and the initial digital procurement strategy. The Board discussed the Programme learning opportunities and recognised that the continuous learning aspect of the Programme successfully captures lessons, but more work needed to be completed on enforcing the lessons into learning.</p>
3.	<p>R&R Programme Schedule Update (Including 4D Animation)</p> <p>The Board noted the R&R Programme Schedule Update and discussed the establishment of the baseline integrated schedule. It was noted that the baseline would be used to manage change on the Programme through Phase One to the Outline Business Case. The proposed strategic milestones were discussed, and it was noted that the milestones would emerge with the findings of the Strategic Review.</p> <p>The Board discussed the impacts of Richmond House on the level one Integrated Schedule timeline and recognised the delay to the start of the R&R Programme.</p>



	<p>The Board discussed the direct relationship between investigation, scope, and responsibility, and noted that consent processes had been listed as a risk to the Strategic Milestone timeline.</p>
4.	<p>Masterplanning Update (with IHSE)</p> <p>The Masterplanning Update was presented to the Board. The Board discussed the purpose of the Parliamentary Estate Masterplan and noted It would support the whole estate to deliver both Houses’ objectives; whilst providing the basis for the Restoration and Renewal of the Palace of Westminster.</p> <p>The Board discussed the Masterplan’s challenges, interdependencies of individual projects, and three core principles. The Board noted that the seven spatial strategies would form a comprehensive long-term plan for the Parliamentary Estate.</p> <p>The Board recognised the collaboration between the Parliamentary and R&R teams and noted that the design strategies had been developed to support the development of the Outline Business Case.</p>
7.	<p>Items Referred From the Committees from the Board</p> <p>The Board were presented with an update from the Investment Committee Chair, which included a discussion on the Initial digital procurement strategy, Initial survey procurement strategy and the House of Lords Decant Compensation Strategy. There was positive feedback from the Committee on the approach to both the Initial Digital and Survey procurement strategies.</p> <p>The Board were presented with an update from the Risk, Audit and Assurance Committee Chair, which included a discussion on Strategic Risks, Internal Audit Plan and Assurance Plan. The Board noted that the Committee approved the Internal Audit Charter.</p>