

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

### **Minutes**

*Meeting of 11<sup>th</sup> February 2019*

Present:

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

In attendance:

Ed Ollard (Clerk of the Parliaments)  
Sir David Natzler (Clerk of the House)  
Tom Healey (Director, shadow Sponsor Body)  
Kate Emms (Chief of Staff, shadow Sponsor Body)  
Susannah Street (Board Secretary)  
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)  
Rob Audsley (Programme Manager, R&R Programme) joined for item 4  
Amanda Colledge (Business Case Director, shadow Sponsor Body), Jane Grieveson (Senior Business Change Manager, R&R Programme), and Andy Piper (Design Director, R&R Programme) joined for item 5  
Charles Timson (Head of Data & Digital, R&R Programme) and Andrew Woods (Enterprise Data Architect, R&R Programme) joined for item 6  
Meg Conway (Director of User Requirements, R&R Programme) joined for items 7 & 11  
Wendy Cartwright (HR Lead, R&R Transition Team) joined for item 8  
Ian Todd (Interim Commissioning Advisor, R&R Programme) joined for item 9

Apologies: Simon Wright, Lord Deighton

The Chair informed the Board about some of her recent meetings with Programme stakeholders.

### **I. MINUTES OF PREVIOUS MEETING**

The minutes of the Board meeting of 21 January 2019 were **agreed**.

## **2. SHADOW SPONSOR BODY WORKPLAN UPDATE (SSB/19/005)**

The Board were updated on the progress of actions against the recommendations from the Accountability Transfer Review concerning the transfer of accountability for sponsor functions: the work was on target. The Board also discussed the proposed integration of the Northern Estate Programme and Restoration and Renewal Programme.

The Board **noted** the update on progress against the shadow Sponsor Body workplan.

## **3. R&R PROGRAMME PROGRESS REPORT – PERIOD: DECEMBER 2018 (SSB/19/006)**

The Board requested that future reports include more information on risk ownership, mitigations and action delivery dates.

The Board **noted** the progress report from the Delivery team.

## **4. PRESENTATION: VALIDATING THE SCHEDULE**

Rob Audsley, Programme Manager for the R&R Programme, gave a presentation about the work that the Programme management team was doing to validate the schedule for the Programme. The Chair would discuss the schedule for the completion of work on Richmond House with John Cryer and Ian Ailles.

## **5. PRESENTATION: SSB DECISION POINTS TO GET TO THE OBC, INCLUDING PROGRAMME SCOPE**

Amanda Colledge, Business Case Director, gave a presentation about the need to define the scope of the Programme in order to construct the OBC, and the various areas of interdependency that would need to be clarified.

## **6. PRESENTATION: INTRODUCTION TO R&R DATA & DIGITAL**

Charles Timson, Head of Data & Digital for the R&R Programme, and Andrew Woods, Enterprise Data Architect, gave a presentation on the data and digital vision for the Programme.

## **7. PROGRESS OF ENGAGEMENT ON USER REQUIREMENTS ON LORDS DECANT (SSB/19/007)**

The Board **agreed** the plans outlined in the paper for staff and Member engagement on the Lords decant project, to commence immediately, including additional questions for Lords Member interviews.

The Board **agreed** that the new Board informal sub-group on engagement should agree the detailed House of Lords decant project engagement approach, including the Member fora to be used for detailed consultation.

The Board **agreed** that a review of the stakeholder engagement framework should be undertaken, recognising lessons learned from the NEP, from Palace project engagement work and from the Lords decant project engagement plans.

## **8. ESTABLISHING THE DELIVERY AUTHORITY – BOARD LEVEL RECRUITMENT (SSB/19/008)**

The Board **agreed** the approach to establishing the Delivery Authority set out in the paper, including the sequencing of the first Board-level appointments. The Board agreed to establish a committee of the shadow Sponsor Board to consider recruitment and nominations.

## **9. SHADOW PROGRAMME DELIVERY AGREEMENT (SPDA) (SSB/19/009)**

The Board **endorsed** the Shadow Programme Delivery Agreement and that the Agreement should be signed between the Programme Director of the Shadow Sponsor Body and the Director of the R&R Programme Delivery Team.

The Board noted the steps that would be taken after signature to raise awareness of the SPDA and its requirements, and develop processes and establish fora to deliver, and monitor delivery of, the requirements set out in the SPDA.

## **10. EXTERNAL ENGAGEMENT – STRATEGY AND PLAN AND PRIORITY ENGAGEMENT ACTIVITY (SSB/19/010)**

The Board considered a paper about the priority engagement activity planned in relation to the House of Lords decant project. Board members requested further assurance about how engagement for the whole Programme was being coordinated; the Board did not wish to see the proposed actions proceed without that assurance.

## **11. REPORTING OUTPUTS FROM THE PALACE OF WESTMINSTER RESTORATION AND RENEWAL 2018 STAFF AND THIRD PARTIES QUESTIONNAIRE (SSB/19/011)**

The Board **noted** the contents of the interim report on staff and third-party questionnaire outcomes; **noted** the plan for further analysis and promulgation of the outcomes; and **noted** the limitations identified in the paper regarding the outputs from the staff questionnaire and the interim outcomes of the staff questionnaire exercise.

## **12. DRAFT BUSINESS PLAN 2019/20 – 2021/22 (SSB/19/012)**

The Board were invited to send any comments on the draft Business Plan to the secretariat.

### **AOB**

The Board expressed their gratitude to Sir David Natzler and wished him well for his retirement.

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The Board would next meet on 18<sup>th</sup> March 2019.