



Minutes Sponsor Board

Meeting date	10 January 2022
Meeting location	MS Teams
Meeting time	3.30pm – 6.30pm

Attendees

Members Present
Liz Peace, Chair
Baroness Doocey
Kirsty Blackman MP
Lord Best
Lord Carter of Coles
Lord Deighton
Mark Tami MP
Marta Phillips
Paul Lewis
Simon Thurley
Simon Wright
Sir Edward Leigh MP

Attendees	Item
Andy Helliwell, Chief Operating Officer, House of Lords	All
Chris Sexton, Chief of Staff, Sponsor Body	All
Simon Burton, Clerk of the Parliaments, House of Lords	All
Claire Maugham, Communications Director, Sponsor Body	All
Johanna Porter, Board Secretary, Sponsor Body	All
John Benger, Clerk of the House of Commons	All
Karen Watling, Executive Assistant, Sponsor Body	All
Sarah Johnson, CEO, Sponsor Body	All
David Goldstone, CEO, Delivery Authority	4,5 & 6
Matt White, Programme Director, Delivery Authority	4,5 & 6
Gurdip Juty, Finance & Corporate Services Director, Sponsor Body	6
Tanya Coff, Chief Financial Officer, Delivery Authority	6

1. Welcome, agenda and declarations of interest

- 1.1 The Chair opened the meeting noting a quorum was present. She welcomed Andy Helliwell the new Chief Operating Officer of the House of Lords to the meeting.
- 1.2 No apologies had been received.
- 1.3 The Board NOTED the meeting agenda (SB/22/001). No amendments were proposed.
- 1.4 The Board NOTED the Register of Interests (SB/22/002). Kirsty Blackman MP informed the Chair that she was no longer a member of the Procedure Committee. There were no further



declarations of interest made relevant to the items on the agenda, except where previously disclosed.

2. Minutes of the previous meeting and matters arising

2.1 It was requested that paragraph 4.2.5 be updated to reflect that work would continue in line with the provisions laid out in the Parliamentary Building (restoration & Renewal) Act 2019 as well as the strategic objectives agreed as part of the Strategic Review.

2.2 **DECISION:** The Board APPROVED the minutes of the meeting held on 6 December 2021 (SB/22/003) subject to the proposed amendment as an accurate record of the meeting. The minutes would be signed electronically on behalf of the Chair.

2.3 **DECISION:** The Board NOTED the progress against the action log (SB/22/004) since the last meeting; both items had been closed since the papers had been published.

3. Sponsor Body Progress Report

(SB/22/004)

Period: December 2021

Official: Sarah Johnson, CEO, Sponsor Body

3.1 The Chief Executive highlighted the key points from the Sponsor Body Progress Report for December 2021 noting that good progress was being made on Parliament's User Requirements, with strategic requirements to be proposed for agreement by both House Commissions later in January. The completion of the requirements work would be an important step and enable initial deliverability and benefits assessments to be completed by March 2022.

3.2 An informal meeting with representatives from both House Commissions had met just before Christmas to discuss R&R matters. A further informal meeting was due to take place in January.

3.3 Work had begun to establish the route for approval of the Programme Business Case (PBC) through both Houses; detail would be included within the Sponsor Body progress report as it became available.

3.4 The House of Commons Decant Project Sponsor Board had been convened; the Clerk of the House of Commons said that the Board would build on the decant work that had already taken place and that he was expecting a briefing ahead of the Commission Meeting on 24 January. The Chief of Staff of the Sponsor Body was a member of the Project Sponsor Board and met with the House of Commons Senior Responsible Owner (SRO); he would provide the Sponsor Board with a full brief after attending the next meeting.

3.5 The Board were assured that the Programme had been working on the House of Commons Decant Project in collaboration with Parliamentary colleagues; including looking at full decant options. Once the Programme had a clear steer on decant the work schedule would be refined. It was clarified that the decant of members and staff of the House of Commons was the responsibility of that House; however, it was agreed that the decant was a major interface and risk for the R&R programme.

3.6 The CEO informed the Board that some planned survey work within the House of Lords had been cancelled at short notice in the run up to Christmas. The team would be working closely with the Lords Administration on the future survey schedule. The intrusive survey framework would



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commence in March if the welfare locations could be agreed in time. Site access and working around two sitting Parliaments continued to present a challenge to completing the required survey work for the Programme Business Case.

3.7 **DECISION:** The Board NOTED the Sponsor Body Progress Report for December 2021.

4. DA Programme Executive Summary

Period: November 2021

(SB/22/005)

Officials: David Goldstone, CEO, Delivery Authority
Matt White, Programme Director, Delivery Authority

- 4.1 The CEO of the Delivery Authority (DA) summarised the key points in the Executive Summary. The CEO hoped that issues raised previously in relation to the location of welfare facilities for surveys on the Palace site, and access to carry out previously agreed asbestos surveys, were near to resolution.
- 4.2 In response to a question from a Board member, the Chief of Staff of the Sponsor Body reported that the challenges with the Heritage Collections Decant Project were due to the differing views on that project's objectives. The Parliamentary Collections Team wanted a long-term storage and conservation facility whereas the Programme needed to remove the items to begin work. He said that Parliament would complete an options appraisal and provide the Programme with a clear mandate by the end of March 2022. The Programme would, in the meantime continue its work on condition surveys and the packing, removal and transport requirements for the collections.
- 4.3 The CEO of the DA reiterated his concern that if the information was not received by the end of March both the Programme Business Case (PBC) and the timely removal of the collections ahead of advanced works within the Palace were at risk.
- 4.4 The Board were assured that teams working on the Heritage Decant Project, both within the Programme and Parliament had the right knowledge and expertise to reach a conclusion as to how to proceed.
- 4.5 **DECISION:** The Board NOTED the DA Programme Report Executive Summary & Programme Report for November 2021.

5. Initial Assessment of Cost & Schedule: Next Steps

(SB/22/006)

Official: Sarah Johnson, CEO, Sponsor Body

- 5.1 The CEO introduced the item, noting the steps that needed to be taken to present the findings to both House Commissions. She reminded members that the findings outlined an initial position on the emerging cost and schedule only; there is extensive work still to be undertaken and the details would be refined significantly before the PBC was completed.
- 5.2 The Programme Director said that the DA were reviewing the proposed decant period and looking at several options that might provide opportunities for a reduction in both cost and schedule length including:
- Whether the schedule could be made more efficient by such means as optimising shift patterns to give longer working hours.



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- If the Palace could be re-zoned to allow for similar work to be done concurrently across different zones.
- Increased activity in the advanced works phase of the Programme.

5.3 Scope refinement was also being considered, although it was noted that whilst a reduction in scope would save time it would also impact on the overall benefits the Programme would deliver. Changes to scope or requirements would have to be confirmed by Parliament. The findings of this work would be available to the Sponsor Body at the end of February.

5.4 The Board welcomed the additional scrutiny on the emerging cost and schedule; but were concerned that it may not be possible to find a way to significantly reduce the proposed period of decant to the extent that it would be acceptable to Parliament.

5.5 A range of views were expressed regarding the Continued Presence option. Many members of the Board remained concerned about the cost, schedule and risk impacts associated with a Continued Presence.

5.6 The Board discussed at length the most appropriate way to present the information to the House Commissions. It was agreed that the CEO would provide an update to the Commissions based on the information presented to the Sponsor Board at the 6 December Meeting. The report on Continued Presence would also be included. A further update would be provided once the work on opportunities to refine the schedule and scope had been completed at the end of February.

5.7 **DECISION:** The Board did not approve the recommendations outlined in paragraph 14 (A-D) of the paper but agreed that information should be shared with the House Commissions.

6. Main Estimate 2022/23 and Phase 1 Expenditure Limit

(SB/22/007)

Officials: Gurdip Juty, Finance & Corporate Services Director, Sponsor Body

Tanya Coff, Chief Financial Officer, Delivery Authority

6.1 The CEO of the Sponsor Body introduced the paper noting that the plans had been prepared on the basis of no further work on Continued Presence. The information needed to be considered by a number of Committees in both Houses before it could be formally submitted to the Estimates Commission.

6.2 The Board requested that the decision be amended so that the Main Estimate be noted rather than approved. The Board would revisit the decision once the House Commissions had provided feedback on the emerging cost & schedule and continued presence report.

6.3 **DECISION:** The Board NOTED the updated Phase 1 Expenditure Limit for the remaining period from April 2022 to June 2023 and the Main Estimate total for 2022-23 for submission to the House Commissions and Estimates Commission.

7. Papers for Noting

The Board NOTED but did not discuss the following papers at its meeting.



Supplementary Estimate 2021-22

(SB/22/008)

Gurdip Juty, Corporate Services & Finance Director, Sponsor Body

DECISION In line with the Sponsor Body Scheme of Authorities, the Board APPROVED the Supplementary Estimate for submission to the Estimates Commission.

Lessons Learnt Report: Intrusive Surveys

(SB/22/009)

David Goldstone, CEO, Delivery Authority

DECISION The Board NOTED the Lessons Learnt Report: Intrusive Surveys

IPA Gateway Review

(SB/22/010)

James Young, Head of Programme Assurance & Risk, Sponsor Body

DECISION The Board NOTED the IPA Gateway 2 Review Report and that a detailed management response to the recommendations will be provided to the February 2022 Board meeting.

8. Comments, announcements, and other business

8.1 The Board NOTED the future agenda (SB/22/011). The CEO said that the future agenda was indicative only; items presented would need to respond to the significant decisions required from the Board over the coming months. It was confirmed that the paper on the House of Lords Decant scheduled for February would be shared with Peers in advance of the meeting.

8.2 It was also noted that the April meeting of the Sponsor Board was scheduled to take place in recess.

8.3 There was no further business.

8.4 The date of the next meeting would be moved to Monday 31st January 2022 with a smaller agenda.

8.5 The Chair brought the meeting to a close at 6.09pm

9. Papers enclosed for information

9.1 DA Programme Report: November 2021

(SB/22/012)

9.2 Communications Evaluation: November 2021

(SB/22/013)

Small sections of these minutes have been redacted, usually for reasons such as commercial confidentiality and sensitive management information.

Signed By:

Date: 31 January 2022
