

BOARD OF THE SHADOW SPONSOR BODY

Minutes

Meeting of 21st January 2019

Present:

Elizabeth Peace (Chair)
Lord Carter of Coles
Lord Deighton
Lord Geidt
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)
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)
Ben Wheeldon (Programme Delivery Director, R&R)
Faiza Fareed (Director of Communications and External Relations (Acting), shadow Sponsor Body)
Anish Kaul (Team Administrator, shadow Sponsor Body)
Michael Torrance (incoming Head of Secretariat, shadow Sponsor Body)
Andy Piper (Design Director, R&R Programme) joined for items 4 and 6
Meg Conway (Client and Customer Director, R&R Programme) joined for item 4
Giorgia Stewart (Public Engagement Advisor, shadow Sponsor Body) joined for item 4
Richard Ware (Adviser on Member Engagement, R&R Programme) joined for item 4
Jonny Popper (Managing Director, London Communications Agency) joined for item 5
Sam Emery (Director, London Communications Agency) joined for item 5
Ian Todd (Project Development Agreement Lead, R&R Programme) joined for item 8
Sian Joseph (Head of Secretariat, shadow Sponsor Body) joined for item 9

Apologies: There were no apologies.

I. MINUTES OF PREVIOUS MEETING

The minutes of the Board meeting of 17 December 2018 were **agreed**.

The Chair thanked Sian Joseph for her work, and updated the Board on recent meetings she had held.

2. SHADOW SPONSOR BODY WORKPLAN UPDATE (SSB/19/001)

The Board discussed the work that they wanted undertaken to provide the Board with more information about the Northern Estate Programme, and agreed that the terms of reference would be approved by Simon Wright or Lord Deighton on behalf of the Board.

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

3. R&R PROGRAMME PROGRESS REPORT – PERIOD: NOVEMBER 2018 (SSB/19/002)

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

The Board discussed matters including Delivery team resourcing, work to validate the Programme schedule, the Programme's dependencies, and the preferred Lords decant venue. The Programme was predicting an underspend at the end of the financial year.

4. PRESENTATION AND DISCUSSION: UNDERSTANDING RIBA I ENGAGEMENT

Meg Conway, the Client and Customer Director, introduced the engagement work planned for 2019 as part of the RIBA I stage. A public engagement strategy would be presented to the Board in the spring. The Board discussed the need to establish a standing arrangement to enable the Client and Customer team to consult on engagement with senior representatives of both Houses. The Board discussed the workshops that would be held to enable Board members to work on policy statements sitting below the strategic themes, and consider the 12 draft design strategies. An informal Board sub-group on engagement would be established to advise the Client and Customer team.

5. PRESENTATION AND DISCUSSION: THE HIGH LEVEL NARRATIVE REGARDING RICHMOND HOUSE, THE NORTHERN ESTATE PROGRAMME AND R&R

Faiza Fareed, acting Director of Communications and External Relations, introduced Jonny Popper and Sam Emery of London Communications Agency, which had been retained by the Northern Estate Programme. She outlined the work underway to clarify the high-level narrative regarding Richmond House, the Northern Estate Programme and the R&R Programme. A draft would be shared with the Board in the coming weeks.

6. PRESENTATION: OVERVIEW OF THE HOUSE OF LORDS DECANT PROJECT

The presentation provided an overview of the Lords decant project. Questions about where Lords Members would best be accommodated were key to the project. An update on the long-term plan for the Parliamentary estate was requested.

7. REVISED STRATEGIC THEMES (SSB/19/003)

The Board **agreed** its vision, mission statement and strategic themes. The two Commissions would be asked to approve them.

8. APPOINTMENT OF PROGRAMME REPRESENTATIVE (P-REP) (SSB/19/004)

The Board **agreed** to the commencement of procurement of a P-Rep service, and **agreed** that it would reserve the right on appointment to ask the provider to work on the Northern Estate Programme as well as the current R&R Programme if the former were brought under the control of the Sponsor Board.

The Board **noted** the previously advised indicative total costs (noting that if the option to work on the Northern Estate Programme was taken up, then these costs would increase), and the indicative procurement timetable.

The Board discussed and **agreed** the contract duration, which would potentially cover the full duration of the Programme, subject to regular rigorous review.

9. PRESENTATION: THE INTERNATIONAL NETWORK OF PARLIAMENTARY PROJECTS CONFERENCE (VIENNA, AUTUMN 2018)

A presentation was provided on other Parliamentary restoration projects underway, and the Board discussed interesting aspects of comparable projects. The Sponsor Body team would come back to the Board with proposals on how the Board could seek to learn from such projects.

The Board would next meet on 11th February 2019.