

BOARD OF THE SHADOW SPONSOR BODY

Title	Meeting Minutes	
Meeting Date	24 February 2020	
Location	Archbishops' Room, Millbank House	
Time	Start	3.30pm
	End	6.30pm

Board Members Present

Liz Peace (Chair)
 Lord Carter of Coles
 Lord Geidt
 Brigid Janssen
 Marta Phillips
 Baroness Scott of Needham Market
 Mark Tami MP
 Simon Wright

Officials in Attendance

Name	Position	Item
Sarah Johnson	CEO, shadow Sponsor Body	
Ed Ollard	Clerk of the Parliaments	
Dr John Benger	Clerk of the House of Commons	
Hannah Bryce	Private Secretary to the Clerk of the House of Commons	
Susannah Street	Board Secretary, shadow Sponsor Body	
Johanna Porter	Governance Support Officer, shadow Sponsor Body	
Neil Davies	R&R Digital Services Lead	1
Charles Timson	R&R Digital Lead	1
Brett Taylor	R&R Accreditor Support	1
Matt White	Programme Delivery Director, R&R Programme	4
John Cryer	Programme Director, Northern Estate Programme	5
Ian Todd	Commissioning & Delivery Assurance Advisor, shadow Sponsor Body	6
Gurdip Juty	COO, shadow Sponsor Body	7

Apologies

Lord Deighton, Neil Gray MP and Simon Thurley sent their apologies.

John Benger had to leave for part of the meeting and was replaced by Hannah Bryce, Private Secretary to the Clerk of the House of Commons.

Declarations of Interests

There were no declarations of interests.

Lord Geidt informed the Board that he would be stepping down as a member of the Sponsor Board. He said that he would continue to advocate for the programme. Liz Peace thanked him for his contribution to the Board.

1. Sponsor Digital Provision

Neil Davies briefed the Board on the new digital provision for the substantive Sponsor Body that was due to launch on 4 May 2020. He assured the Board that the digital team would work with each of the Board's members on a one to one basis to ensure that their needs were met. The Board was given the opportunity to see the new equipment and ask questions.

2. Minutes of the previous meeting

The minutes of the previous meeting were agreed.

3. Shadow Sponsor Body Progress Report

SSB/20/015

Sarah Johnson updated the Board on the work of the shadow Sponsor Body. The Board was informed that senior Government advisors had been taken on a basement tour and political engagement was being stepped up. More staff had been trained to enable basement tours to take place as required. The Programme's communications team worked with the Houses' communications teams on messaging about Parliamentary works and the need to establish the substantive bodies. The Board discussed the question of cost: it was important to continue communicating that the Independent Options Appraisal numbers were not estimates, and that the project did not yet have a funding envelope because the scope of the work was still being determined and only once all investigations were complete and designs agreed, would a business case with costs be put before Parliament for decision in 2022. It would be helpful to have further communication about the rationale for current works and scaffolding at the Palace, ahead of the Programme beginning construction, and also to emphasise the reasons why it would cost substantially more to repair the Palace in phases rather than in one effort with a full decant.

The Board were informed about the proposed changes to the organisational structure for the substantive Sponsor Body. The pay structure would be brought to the Nominations & Remuneration Committee after the benchmarking exercise was completed.

Sarah updated the Board on the Parliamentary and public engagement strategies that it was due to see at its March meeting. Parliamentary engagement was continuing meanwhile. She also updated the Board on the report of the external readiness review which had been received the previous week. She said that the report was high quality, and highlighted key areas for further work, but there were no blockers that would prevent the bodies going substantive. The report would be circulated to the Board for information.

The Board questioned whether underspends in the Business Case area would mean a delay to the Palace Business Case timetable: the Business Case schedule was on track but tight, as was the overall programme schedule.

The Board noted the revised risk register and requested timelines for mitigating actions.

The Board **NOTED** the update.

4. R&R Programme Progress Report

Period: December 2019

SSB/20/016

Matt White told the Board that there had been no Health & Safety incidents in the last period. He said that the Programme Delivery Team would be carrying out an in-depth briefing session with the Northern Estate Programme (NEP) to ensure that the approach to H&S was consistent across all work packages.

Matt said that survey work was ongoing in the Palace, which was vital in creating a well-informed scheme: access for intrusive surveys was a top risk. The completion of RIBA stage I was delayed to May 2020 but this was not on the critical path: the critical path was through the technical options papers supporting the Palace Business Case process, which was parallel to the RIBA stages.

Work was underway to clarify the respective roles on the Lords decant project for the House of Lords Administration and the Programme. The Board briefly discussed the range of options that would be included in the Lords decant project business case analysis. The Board discussed the future use of the Lords decant project venue after the Palace was reoccupied.

The Board was informed that work was ongoing to clarify the aims and objectives of the heritage collections decant project. Discussions were being held between the Sponsor Body and Parliamentary business groups, and the Board would see a paper on the project shortly.

The Board discussed the possible timing for NEP integration and the impact that it would have on the programme schedule. Matt White agreed to review and reconfirm the confidence level on meeting the high-level programme milestones up to October 2020.

The Board **NOTED** the update.

5. NEP Progress Report

Period: January 2020

SSB/20/017

John Cryer informed the Board that the work on I Derby Gate remained on track for completion in August 2020. The process for its hand-back was being developed.

The Board was informed that Westminster City Council (WCC) had written to the programme with a list of queries regarding the planning application for Richmond House. The team were working on a response. The Board discussed the possible impacts of different outcomes from the current stage of the planning process.

Board members would be provided with a detailed briefing on town planning and the NEP.

The Board **NOTED** the update.

6. PDA Framework

SSB/20/018

Ian Todd briefed the Board on the draft Programme Delivery Agreement (PDA), which would be agreed between the substantive Sponsor Body and Delivery Authority. The PDA would set out the arrangements and relationship between the Sponsor and the Deliverer that would operate for each of the main programme phases, detailing accountabilities, deliverables, assurance arrangements, reporting and controls that would operate between the parties. The Board discussed the proposed structure of the PDA and possible performance remedy approaches as well as the importance of relationships. The Board asked for a detailed briefing on the PDA ahead of seeing the next draft at its 27 April meeting.

The Board **NOTED** the update.

7. Phase I Expenditure Limit Proposal

SSB/20/019

Gurdip Juty presented the Phase I expenditure limit proposal to the Board. The Parliamentary Buildings (Restoration and Renewal) Act 2019 required the House Commissions to set a 'Phase I Expenditure Limit' for the R&R Programme funding requirements. The expenditure limit would be for the period from April 2020 until both Houses had approved the proposed works and funding as part of the Palace Outline Business Case. The Board discussed the proposal.

It was proposed that the equivalent expenditure limit for the NEP should be set as the NEP's current approved funding envelope. The Board noted that it could not currently vouch for the accuracy and completeness of the NEP's current approved funding envelope because it had been prepared within Strategic Estates. A number of risks had been flagged to the House of Commons Commission as sitting outside of the provision. The Delivery Authority would need to assess the NEP envelope when the Board became accountable for the NEP.

The Board **AGREED** the proposed Phase I expenditure limit, covering the period April 2020 to October 2022, for the Sponsor Body and R&R Programme Delivery.

The Board **AGREED** the proposed approach to request the full transfer of the approved NEP Outline Business Case funding as adjusted for any approved change controls, and subject to designation by the House Commissions.

8. Code of Conduct

SSB/20/020

Susannah Street briefed the Board on the proposed Code of Conduct for the substantive Board. The Board discussed, and were content with, the proposed code of conduct, which would be brought back to the Board for adoption when it became substantive.

AOB

Sarah Johnson asked the Board to agree to the setting up of the Bankline facilities. She told the Board that these were required to allow the substantive Sponsor Body to make payments. Other signatories would be added later.

It was **RESOLVED** that Sarah Johnson and Gurdip Juty are authorised to apply for and sign the Bankline internet banking service on behalf of the organisation and accept the Bankline Terms on behalf of the organisation.

The Board were reminded that a benchmarking visit to the Victoria & Albert Museum had been arranged for 5 March 2020, and that members were welcome to take part.

Next Meeting

The Board's next meeting would be on Monday 23 March 2020.

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