



BOARD OF THE SHADOW SPONSOR BODY

Minutes

Meeting of 29th April 2019

Present:

Elizabeth Peace (Chair)
Lord Carter of Coles
Lord Deighton
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)
John Benger (Clerk of the House of Commons)
Tom Healey (Director, shadow Sponsor Body)
Kate Emms (Chief of Staff, shadow Sponsor Body)
Susannah Street (Board Secretary)
Andrew Rickman (Acting Programme Delivery Director, 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)
Tim Parkin (Bill Liaison Manager, shadow Sponsor Body) joined for item 2
John Cryer (Programme Director, NEP), Nina Radford (Planning & External Relations Manager, NEP), and Sam Emery (Director, London Communications Agency) joined for item 4
Carl Woodall (Director of Facilities, House of Lords and chair of the IAG) joined for item 5
David Livesley (Business Process Lead, R&R Programme) and Marcus Tunaley (Divisional Director, R&R Programme) joined for item 5
John Pelton (Programme Strategy Director, Delivery team) joined for item 6
David Hemming (Managing Director of Strategic Estates and SRO of the EWEIR programme), Bill Grose (Non Executive Director, EWEIR Programme Board), Phillip Jones (Non Executive Director, EWEIR Programme Board), Ugbana Oyet (Lead Electrical Infrastructure Engineer, Strategic Estates) joined for item 7

Apologies: Lord Geidt, Neil Gray MP

The Chair thanked Tom Healey for his work and wished him well in his new role, and informed the Board about some of her recent meetings with Programme stakeholders.

Simon Wright declared two new interests: he was a member of the High Speed 2 Design Review Panel, and has started a company to undertake consultancy and advisory services in the construction and infrastructure sectors.

1. MINUTES OF PREVIOUS MEETING

The minutes of the Board meeting of 18 March 2019 were **agreed**.

The paper for the March Board meeting entitled 'House of Lords decant design principles' (SSB/19/025) had been handled by correspondence: the Board noted the paper and agreed that work should continue on the basis of the currently drafted design principles for decant.

2. SHADOW SPONSOR BODY WORKPLAN UPDATE (SSB/19/026)

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

3. R&R PROGRAMME PROGRESS REPORT – PERIOD: FEBRUARY 2019 (SSB/19/027)

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

4. NEP: COMMUNICATIONS AND ENGAGEMENT ON THE PLANNING APPLICATIONS (SSB/19/028)

The Board **took note** of the communications and engagement plan to support the submission of planning applications for the Northern Estate Programme (NEP).

5. INTRODUCTION TO THE INTEGRATED ASSURANCE GROUP

The Chair of the Integrated Assurance Group, Carl Woodall, provided an introduction to the group's work.

REVISED TERMS OF REFERENCE FOR THE R&R INTEGRATED ASSURANCE GROUP (SSB/19/029)

The Board **agreed** the updated IAG Terms of Reference.

SPONSOR BODY ASSURANCE STRATEGY (SSB/19/030)

The Board considered a paper on proposals for arrangements within the Sponsor Body for overseeing the assurance of R&R programme delivery and assuring the activities of the Sponsor Body. Further consultation would be undertaken and the proposed strategy would be brought back to the Board at a future meeting.

6. R&R STRATEGIC THEME GOALS: WORKSHOP OUTPUTS & ALIGNMENT WITH HOUSE BOARDS' VISION FOR THE PALACE IN 2035 (SSB/19/031)

The Board **considered and agreed** the revised set of Strategic Theme goals ahead of their consideration by the Commissions, including the recent changes made by the Lords Management Board and Commons Executive Board.

Andrew Rickman updated the Board on work underway to refine requirements management in the Programme.

7. EWEIR – ESTATE WIDE ENGINEERING INFRASTRUCTURE AND RESILIENCE PROGRAMME – COVERING NOTE (SSB/19/032) AND EWEIR – ESTATE WIDE ENGINEERING INFRASTRUCTURE AND RESILIENCE PROGRAMME (SSB/19/033)

The Board **noted** the briefing provided on the EWEIR programme.

8. REVISED MEMORANDUM OF UNDERSTANDING BETWEEN THE R&R PROGRAMME AND PARLIAMENT (SSB/19/034)

The Board **endorsed** the revised Memorandum of Understanding between the R&R Programme and Parliament during the shadow phase, subject to one amendment, ahead of its consideration by both Commissions.

9. STAKEHOLDER ENGAGEMENT PLAN (SSB/19/035)

The Board **noted** the overall engagement plan for the Northern Estate Programme and R&R Programme including the Lords decant venue, and the measures being enacted to ensure a joined-up approach across the programmes. The Board also noted that the Chair had agreed that the planned engagement described in that paper and in paper SSB/19/010 (External Engagement – Strategy and Plan and Priority Engagement Activity) should proceed.

AOB

There was no other business.

The Board would next meet on 13th May 2019. [That meeting was cancelled and the Board next met on 10th June 2019.]