



Restoration & Renewal Delivery Authority Board

Board Summary

Meeting Date	Tuesday 01 June 2021
Meeting Location	Remotely via Microsoft Teams
Meeting Time	13:00 – 16:30

Members Present:

Name	Position
Mike Brown CBE MVO	Chair
David Goldstone CBE	Chief Executive
Matthew White	R&R Programme Director
Tanya Coff	Chief Financial Officer
Anne Baldock	Non-Executive Director
Anne McMeel	Non-Executive Director
Neil Sachdev MBE	Non-Executive Director
Simon Thurley CBE	Non-Executive Director
Simon Wright OBE	Non-Executive Director
Dr Stephen Duckworth OBE	Non-Executive Director

General Counsel in Attendance:

Name	Position
Jane Mee	General Counsel
Richard Caseley	Interim Head of Corporate Governance Process

In Attendance:

Name	item	Position
Andy Haynes	7.2	Commercial Director
Claire Maugham	All	Communications Director
David Darbyshire	5, 7.1	Interim Head of Financial Controls and Reporting
Linda Thomson	All	Executive Office Manager
Laura Camilletti	All	Governance Support Officer
Paul Lindsay (PL)	2	Health, Safety and Wellbeing Director



Item	
1.	Introductions The Chair opened the meeting and noted that a quorum was present. No declarations of interest were declared save those previously disclosed.
2.	Health, Safety and Wellbeing The Chair reminded the Board that the Health, Safety and Wellbeing item was an opportunity to raise any Health, Safety and Wellbeing related matter. The Chair welcomed HSW Director Paul Lindsay, whom the Chair has suggested attend the Board periodically for an update on health, safety and wellbeing. Paul Lindsay provided the Board with a verbal update. The following items were noted in relation to HSW priorities: <ul style="list-style-type: none">• Securing that the Programme’s procurement processes ensure appropriate communication of HSW standards through the supply chain.• Ensuring that appropriate site staff welfare facilities are provided.• Work continues with Heriot-Watt University to incorporate the sociotechnical approach into all aspects of R&R’s work.• Engagement with IHSE on HSW continues to be constructive and may be model for other areas.
3.	Chief Executive Report The Board discussed the Chief Executive’s Report, noting the following items: <ul style="list-style-type: none">• The House of Commons debate provided a broad consensus for getting on with the Programme, and a range of views on the most appropriate approach with respect to continued presence, decant locations and ways of working.• The design team are developing a compartmentalised approach for the Continued Presence. The analysis will draw out implications for cost, risk and programme.• David Goldstone is now taking the Executive Lead for all security matters across the Delivery Authority.• Following the very effective engagement between the DA and the SB on the Strategic Review, and the continuing effective working level engagement, that had helped establish a clear way forward for the programme by Easter this year, recent interaction on a number of issues is giving rise to concerns about the effectiveness and direction of the tripartite relationship between the DA, SB and the House Authorities. Dialogue is ongoing with the SB on how to address this and, where appropriate, matters have been formally escalated under the relevant PDA provisions.



4.	<p>Programme Report</p> <p>The Board noted the contents of the Programme Report, including that:</p> <ul style="list-style-type: none">• the Deliverables for the Palace project are on schedule;• the Palace surveys are a key area of focus as it is the first time we will be managing work as a programme with multiple suppliers within the Palace; and• the Heritage Decant Collections Project remains at an amber RAG status, with a forecast 2-week delay in provision of information to inform the strategic outline case for the future conservation and storage facility.
5.	<p>Chief Financial Officer Report</p> <p>The Board noted the contents of the Chief Financial Officer Report. Changes in Project areas following the Strategic Review are being incorporated into the updated budget position as part of the Q1 forecast. The Q1 forecast is expected to remain broadly in line with budget, as a result of underspends and savings, including as a result of changes in recruitment plans, and deferrals of spend, which should offset plans for acceleration of the Palace works.</p>
6.	<p>Business Case Development</p> <p>6.1 Updated Integrated Schedule</p> <p>The Board noted the Updated Integrated Schedule, which has been prepared on a zero-risk 'deterministic' basis to ensure that all projects are treated consistently at this stage, and to provide a target for enabling decant projects based on when Palace works may be able to commence.</p> <p>In Phase 2 the enabling works and consents will be separate workstreams from the main works (albeit with interdependencies), to enable sufficient focus on the main works.</p> <p>The current approach to timing of the grant of a lease for the QEII is inconsistent with the refit programme. Mitigations are being considered.</p> <p>The Board approved a change to a Strategic Milestone that does not affect the target date for the main works.</p>
7.	<p>Corporate</p> <p>7.1 Draft DA Annual Report and Accounts (inc. Governance Statement) and Draft Consolidated Annual Report and Accounts.</p> <p>The Draft DA Annual Report and Accounts and Draft Consolidated Annual Report and Accounts were presented to the Board, noting that the final drafts will be considered at</p>



	<p>the next Risk, Assurance and Audit Committee on the 21 June and submitted to the 28 June Board for approval.</p> <p>It is currently still expected that the accounts will be filed with Companies House and laid before Parliament before the summer recess.</p> <p>7.2 Insurance Strategy Update</p> <p>Andy Haynes presented the Insurance Strategy Update to the Board, following endorsement by the Investment Committee on 17 May 2021.</p> <p>The Board noted the gap analysis undertaken by Marsh of existing insurance policies and recommendation of additional cover, notably for Cyber, Business Interruption and off-site office equipment.</p> <p>The Board approved the recommendation for the level of ascertained sum for property damage in accordance with the approach used by Parliamentary Procurement and Commercial Services (PPCS).</p> <p>The Board approved an approach to “self insurance” for the programme as adopted by PPCS with respect to future construction insurances.</p> <p>The Board noted the state of the insurance market, with respect to market conditions for financial lines insurances and the impact this has upon the DA, SB and the supply chain.</p> <p>The Insurance Strategy will be presented to the Board for approval later in 2021.</p>
8.	<p>Items Referred from the Committees to the Board</p> <p>The Chair of the Investment Committee gave a verbal update following the 17 May meeting: The Committee endorsed the Insurance Strategy Update [See Item 7.2], and discussed supplier performance, productivity and contract management.</p> <p>The Chair of the Risk, Assurance and Audit Committee gave a verbal update following the 10 May meeting: The Committee reviewed the draft DA ARA and consolidated ARA [See Item 7.1], noted the update on Security and validated the 20/21 DA Performance Framework and proposed 21/22 DA Corporate objectives.</p> <p>The Chair of the Health, Safety, Wellbeing and Sustainability Committee gave a verbal update following the 6 May meeting:</p> <ul style="list-style-type: none">• The Committee noted the sustainability update, the proposals on net zero carbon policy and volunteering strategy and the early engagement with trade unions in relation to cooperation in health safety and well-being matters.• The Committee also discussed the findings of the DA’s HSW review of the IHSE’s Elizabeth Tower and 1 Derby Gate projects, noting that whilst findings and recommendations were shared, accountability was clearly with IHSE.
9.	AOB



The SB Communications and External Affairs team is leading on production of the Corporate Plan with support from the DA. The CEO will circulate the latest draft, and the Board recommended that the Plan should be published on the programme's website.