



Minutes Sponsor Board

SB/22/050

Meeting date	3 May 2022
Meeting location	Archbishops Room, Millbank House
Meeting time	4.10pm – 6.00pm

Attendees

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

Attendees	Item
Andy Helliwell, Chief Operating Officer, 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
Gurdip Juty, Finance & Corporate Services Director, Sponsor Body	All
David Goldstone, CEO, Delivery Authority	5
Matt White, Programme Director, Delivery Authority	5
Chris Catt, Benefits Manager, Sponsor Body	4

1. Welcome, agenda and declarations of interest

1.1 The Chair opened the meeting, and confirmed a quorum was present.

1.2 Kirsty Blackman MP had sent her apologies. Lord Deighton, Lord Best, Baroness Doocey, Mark Tami MP, Robin Millar MP, Dr John Benger, the Chief of Staff, and the Communications Director joined the meeting virtually.

1.3 The Board NOTED the meeting agenda (SB/22/038). There were no proposed amendments.

1.4 The Board NOTED the register of interest (SB/22/039). There were no further declarations of interest made as relevant to the meeting agenda.



2. Minutes of the previous meeting and matters arising

2.1 The Board APPROVED the minutes of the previous meeting (SB/22/040)

2.2 There were no open actions (SB/22/041).

3. Sponsor Body Progress Report

(SB/22/042)

Period: April 2022

Official Sarah Johnson, CEO, Sponsor Body

3.1 The Board had discussed the detail of the report in its closed session.

3.2 The CEO confirmed that she and the DA CEO would attend a further meeting of the Public Accounts Committee on Wednesday 11 May 2022 at 1.30pm.

3.3 **DECISION:** The Board NOTED the Sponsor Body Report for April 2022.

4. Annual Report & Accounts Draft Performance Report

(SB/22/043)

Official Gurdip Juty, Finance & Corporate Services Director, Sponsor Body
Chris Catt, Benefits Manager, Sponsor Body

4.1 The Finance & Corporate Services Director introduced the first draft of the performance report for the ARA. The Sponsor Board's Audit & Assurance Committee (AAC) had reviewed the paper and provided comment at its last meeting. The R&R Transition Team had also reviewed the paper and provided feedback.

4.2 The Chair of the AAC reported that the committee had not been content with the narrative as presented and requested that it be reoriented to highlight the impact of the House Commissions' decisions on the Programme before the Sponsor Body's achievements and financial commitments were described. Other members of the Sponsor Board agreed that it needed to be restructured. It needed to provide a wholly factual narrative covering the events that led up to the Commissions' decision but it was also proposed it should be constructive in tone and set a sensible basis for any future sponsorship arrangement.

4.3 The Chair said that she also intended to reflect the impact of the Houses' decisions on the Sponsor Body in her foreword.

4.4 It was confirmed that all members of the Sponsor Board would need to put their name to the report.

4.5 The Clerk of the Commons reminded Board members that the Act and resolutions remained in place. The Programme had spent a lot of public money and the report should demonstrate how this had been spent; it was not the place to set out a political case for the change in direction. The ARA would be referred to by both House Commissions when they made their decision as to the future of the Programme.

4.6 The next draft should be concise.



4.7 The report would be redrafted taking into account all the comments received. The Board would have the opportunity to review the draft again before it was signed off.

4.8 **DECISION:** The Board asked that the annual report & accounts draft performance report be reworked and the revised version be re-submitted to the Board.

5. DA Programme Executive Summary & Scheme Options

Executive Summary: April 2022

(SB/22/044)

New Approach Update

(SB/22/045)

Official David Goldstone, CEO, Delivery Authority

Matt White, Programme Director, Delivery Authority

5.1 The DA's CEO reported that the Delivery Authority teams were responding positively to the new task brief and the challenge to deliver a new approach to the works. He also noted that it was critical that the survey work remained on schedule, and that whilst challenges such as access to the Palace continued to be an issue these were being worked through collaboratively with House teams.

5.2 The Programme Director took the Board through the New Approach to the Works: 'What' & 'How' Update presentation. He assured the Board that the team were working within the time, cost, and political constraints directed by the House Commissions.

5.3 The DA team were using an evidence-based approach to compile a long list of potential delivery options, which would need to be narrowed by the summer. The 'what' and 'how' aspects of the new approach were being considered on an equal basis; with every proposed intervention being reviewed to establish a minimum baseline.

5.4 Once the Programme had received clear direction from the Houses regarding the work priorities, it would become more apparent what additional resources would need to be procured to deliver the work.

5.5 Concern was expressed that future delivery options would be based on high-level outline proposals, which would result in high levels of risk and uncertainty. It was noted that firm political decisions would be required in order to down select options and set priorities.

5.6 The Chair asked that the DA prepare their future reports to the Board to highlight progress against the new approach to works

5.7 **DECISION:** The Board NOTED the DA Programme Report Executive Summary & Programme Report for January 2022.

6. Reappointments to the Delivery Authority Board

(SB/22/046)

Official Liz Peace, Sponsor Board Chair

6.1 The Sponsor Board Chair introduced the paper noting that the DA Board had previously approved the appointments.

6.2 **DECISION:** The Board APPROVED the re-appointments to the Delivery Authority Board.



HOUSES OF PARLIAMENT

R&R SPONSOR BODY

7. Comments, announcements, and other business

7.1 The Chair updated the Board on the business of the Nomination & Remuneration Committee.

7.2 There was no further business.

7.3 The date of the next meeting would be Monday 6th June.

7.4 The Chair brought the meeting to a close at 6.05pm.

8. Papers enclosed for information

8.1 DA Programme Report: March 2022

(SB/22/047)

Signed By:

Date: 6 June 2022
