



Restoration & Renewal Delivery Authority Board

Board Summary

| | |
|-------------------------|-----------------------------------------------|
| Meeting Date | Monday 26 th October 2020 |
| Meeting Location | Remotely via Microsoft Teams and by telephone |
| Meeting Time | 13:00 – 16:00 |

Members Present:

| Name | Position |
|--------------------------|------------------------|
| Mike Brown CBE MVO | Chair |
| David Goldstone CBE | Chief Executive |
| Anne Baldock | Non-Executive Director |
| Anne McMeel | Non-Executive Director |
| Neil Sachdev | Non-Executive Director |
| Dr Simon Thurley OBE | Non-Executive Director |
| Simon Wright OBE | Non-Executive Director |
| Dr Stephen Duckworth OBE | Non-Executive Director |

In Attendance:

| Name | Position |
|------------------|---------------------------------|
| Alison Rogers | Head of Programme Development |
| Andy Haynes | Commercial Director |
| Claire Maugham | External Affairs Director |
| David Yass | Strategic Review team |
| Janet Campbell | Human Resources Director |
| Linda Thomson | Executive Office Manager |
| Laura Camilletti | Secretariat |
| Scott Young | Skills and Apprenticeships Lead |

Apologies:

| Name | Position |
|-------------|------------------------|
| Matt White | R&R Programme Director |



| Item | |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Health, Safety and Wellbeing The Chair reiterated that the Health, Safety and Wellbeing item was an opportunity for Board Members to raise any appropriate Health, Safety and Wellbeing related comments. The team were congratulated for the Mental Health Conference held on Thursday 8 th October. It was noted that the conference was an excellent event, well attended, and the core message encouraged colleagues to do one thing to support their mental health. |
| 2. | Chief Executive Report The External Affairs Director verbally presented the Board with feedback and reflections from her first month on the Programme. The Chief Executive informed the Board of technology related matters, including the imminent appointment of a permanent CIO, and the work to develop the digital part of the programme's Business Plan; an update on the arrangements for colleagues to be able to return to office work; and progress on establishing Equality diversity and inclusion metrics. The CEO noted the good progress on setting programme requirements and managing interfaces with Parliamentary works and the Board discussed the important relationship with the teams that provide in house parliamentary services. The in year financial position and the work to develop the Business Plan for future years were discussed, ahead of a fuller briefing for Board members later in the day. The Programme Report [August 2020] was presented to the Board, and discussion focused on progress reporting of the strategic risks. Board members were to be briefed separately on progress on QEII designs and costs and the key Building Services options paper was on schedule to be brought to the board before the end of the year. |
| 3. | Strategic Review Update The Board discussed the emerging narrative of the Strategic Review and noted that the Programme requires clear and simple objectives. The emerging findings on delivery strategy and decant locations were discussed, and it was noted that an Outline Business Case Option based on minimum scope is likely to be required. The Chief Executive informed the Board of the potential findings from the specialist Mechanical & Engineering (M&E) firm. The Board had a detailed discussion about the recommendations, the Programme's key role, and the options moving forward. |



| | |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <p>The Board was informed that there would be a joint Strategic Review workshop with Sponsor Body Board members on the 10th November 2020.</p> |
| 4. | <p>Sponsor Body Task Brief for the Programme Outline Business Case</p> <p>The Sponsor Body Task Brief for the Programme Outline Business Case was presented to the Board. It was noted that the Task Brief identifies the tasks to be delivered by the Delivery Authority from now until the Outline Business Case.</p> <p>The Task Brief enables the Sponsor Body and Delivery Authority to work collaboratively to clarify the detail of specific tasks with Appendix one of the Programme Delivery Agreement.</p> |
| 5. | <p>Skills Strategy</p> <p>The Skills Strategy was presented to the Board. The Board discussed the following key points; the importance of sustainability of heritage roles, jobs being retained longer-term, ensuring that the tendering approach facilitated the participation of SMEs, apprenticeship schemes, and the organisations target groups for employment.</p> |
| 6. | <p>Items Referred from the Committees from the Board</p> <p>The Board were presented with an update from the Health, Safety, Wellbeing and Sustainability Committee Chair, including on HSW&S training plans and plans for communications of HS&W policies. The positive feedback from the Committee on the approach to occupational health services, and sustainability KPIs was noted.</p> |