



BOARD OF THE SHADOW SPONSOR BODY

Minutes

Meeting of 15th July 2019

Present:

Elizabeth Peace (Chair)
Lord Carter of Coles
Brigid Janssen
Sir Patrick McLoughlin MP
Marta Phillips
Baroness Scott of Needham Market
Mark Tami MP
Simon Thurley
Simon Wright

In attendance:

Simon Burton (Clerk Assistant, House of Lords, and chair of the Lords Decant Sub Group)
Matthew Hamlyn (Chamber Business Team Strategic Director, House of Commons)
Amanda Colledge (Business Case Director, shadow Sponsor Body)
Susannah Street (Board Secretary)
Matthew White (Programme Delivery Director, R&R)
Anish Kaul (Team Administrator, shadow Sponsor Body)
Richard Casey (Director of External Relations, shadow Sponsor Body)
Richard Ware (Interim Client and Engagement Lead, shadow Sponsor Body)
Andy Piper (Design Director, R&R Programme)
Tim Parkin (Bill Liaison Manager, shadow Sponsor Body)
Natasha Hallett (Stakeholder Engagement Lead, R&R Programme) and James Tobin (Member Engagement Lead, R&R Programme) joined for items 5 and 6
Matt Moore (Stakeholder Engagement Delivery Lead, R&R Programme) joined for item 7
John Cryer (Programme Director, NEP) and Nina Radford (NEP Planning & External Relations Manager) joined for item 8

Apologies: Lord Deighton, Lord Geidt, Neil Gray MP, John Benger and Ed Ollard sent their apologies.

The Chair welcomed Simon Burton, Clerk Assistant, House of Lords, and chair of the Lords Decant Sub Group, who was standing in for Ed Ollard at the meeting. The Chair also welcomed back Matthew Hamlyn, Chamber Business Team Strategic Director, House of Commons, who was standing in for Dr John Benger. The Chair informed the Board about some of her recent meetings with Programme stakeholders.

I. MINUTES OF PREVIOUS MEETINGS

The minutes of the Board meetings of 10 June 2019 and 1 July 2019 were agreed.

2. SHADOW SPONSOR BODY PROGRESS REPORT (SSB/19/051)

The Board noted the shadow Sponsor Body progress report. A number of important posts in the shadow Sponsor Body team had been filled. The Board requested more information on the target organisational model for the Sponsor Body, and more information on resourcing in the Delivery team. A significant amount of work would be required in the coming months to enable the creation of the substantive Sponsor Body. Discussions were underway to agree a schedule for engagement with the House of Lords regarding the requirements for the Lords decant venue.

3. R&R PROGRAMME PROGRESS REPORT – PERIOD: MAY 2019 (SSB/19/052)

The Board noted the progress report from the Delivery team. Further changes to the report format were discussed. The current expectation was that the completion of RIBA Stage 1 for the Palace would slip by one or two months from the planned schedule, following re-planning to accommodate improved stakeholder engagement and to align with the recently started work to develop the Business Case. The Board agreed that a meeting should be convened to discuss the masterplan for the post-R&R Parliamentary Estate, and the Programme's role in supporting work on that masterplan. There was further discussion of the letter that the Chair would send to the Lords Management Board and Commons Executive Board about questions underpinning the Initial Project Brief, following the meeting of 1 July.

4. APPOINTMENT OF SPONSOR BODY SPOKESPEOPLE IN BOTH HOUSES (SSB/19/061)

The Board agreed to the proposal to appoint from within its membership spokespeople in both Houses who would be able to respond to questions regarding the Programme when the Sponsor Body had become substantive. The proposed arrangements would need to be agreed with the House Authorities, including the Procedure Committee in the Lords. Members noted that operational issues regarding the Palace would continue to be responded to by the current House spokespeople. The Board agreed that issues of Parliamentary procedure and modernisation were for the Houses and not for the Programme to consider (other than regarding their implications for the design of the restored Palace).

5. MEMBER QUESTIONNAIRE AND INTERVIEW RESULTS (SSB/19/053)

The Board noted the findings detailed in the paper and confirmed that they were content for the analysis to be provided to the Design Team as part of the ongoing process of requirements-gathering.

The Board's Engagement Group would be consulted on how the results of the questionnaire and interview activity could be best communicated to both Houses.

6. REPORTING OUTPUTS FROM THE PALACE OF WESTMINSTER RESTORATION AND RENEWAL 2018 STAFF AND THIRD PARTIES QUESTIONNAIRE AND SUPPLEMENTARY ENGAGEMENT ACTIVITY (SSB/19/054)

The Board noted the contents of the paper and the key themes which had emerged from the questionnaire and engagement; the detail had been shared with the Design Team. The Board agreed the recommended approach to promulgating a response to staff and third parties.

7. STAKEHOLDER ENGAGEMENT PLAN (SSB/19/055)

The Board noted the planned engagement up to the end of 2019 set out in the paper, including engagement with staff and Members on the Palace, and engagement with internal and external stakeholders on the Lords decant project. Detailed plans would be agreed with the Engagement Group.

8. NEP: PLANNING AND CONSULTATION UPDATE (SSB/19/056)

The Board noted the update on key issues arising from the public and statutory pre-application consultation in advance of the submission of planning applications for the Northern Estate Programme, specifically Richmond House. The Board discussed aspects of the security arrangements for Richmond House.

9. R&R COMMERCIAL STATUS UPDATE (SSB/19/057)

The Board took note of the R&R approved business case position, the Medium Term Investment Plan provision for the 2019/20 financial year and the financial position as at March 2019.

10. MEDIUM TERM INVESTMENT PLAN PROCESS FOR FINANCIAL YEARS 2020/21 TO 2023/24 (SSB/19/058)

The Board took note of the Medium Term Investment Plan process for the Programme's transition period.

11. SHADOW SPONSOR BODY'S TRANSITION TO SUBSTANTIVE STAGE (SSB/19/059)

The Board took note of:

- The requirements, under the R&R Bill, to establish the Sponsor Body and Delivery Authority as substantive bodies;
- The proposed governance staging through shadow to substantive states;
- The planned Accountability Transfers and Readiness Reviews which were required to provide assurance of progress and capability through shadow to substantive states;
- The activities required to build readiness for the substantive state; and
- The impact of the planned transfer of accountability for NEP on this approach.

12. DEVELOPMENT OF THE PARLIAMENTARY RELATIONSHIP AGREEMENT (SSB/19/060)

The Board took note of:

- The final version of the revised Memorandum of Understanding (MoU), as agreed by the Commissions, which would apply for the remainder of the shadow phase; and
- The proposed approach to the development of a Parliamentary Relationship Agreement, which would supersede the MoU in the substantive phase.

13. BOARD REGISTER OF INTERESTS: UPDATE AS OF END JUNE (SSB/19/062)

The Board noted the updated interests of the Board members. The scheme for registering relevant interests would be reviewed with a view to publishing these interests when the scheme had been clarified.

AOB

There was no other business.

The Board would next meet on 9th September 2019.