



Restoration & Renewal Delivery Authority Board

Board Summary

Meeting Date	27 th April 2020
Meeting Location	Remotely via Microsoft Teams and by telephone
Meeting Time	10:00-12:00

Members Present:

Name	Position
Mike Brown MVO	Chair
David Goldstone CBE	Chief Executive
Matthew White	R&R Programme Director
Simon Thurley	Non-Executive Director
Simon Wright	Non-Executive Director

Item	
1.	Incorporation of the Company and First Directors Sharpe Pritchard LLP reported on the incorporation of the Company. It was noted that the Sponsor Body had consented to the appointments of the first five Directors of the Company. It was noted that the Company is required to have at least four persons appointed by the Company as Non-Executive Directors, and those persons had been identified.
2.	Chair It was noted that Mike Brown MVO had been selected by the Sponsor Body, with the consent of the House Commissions, to be chair of the Company.
3.	Notice and Quorum The Chair reported that due notice of the meeting had been given and that a quorum was present.



4.	Register of General Interests The register of general interests included declarations from each Director of their interests in relation to their appointments as Directors of the Company. The Directors noted the register.
5.	Declarations of Interest Directors declared their interests in the transactions of the meeting, and it was noted that any Director with an interest would not participate in any matter in which they were interested.
6.	Incorporation Documents produced at the Meeting The Incorporation Documents, and entry of the Sponsor Body as the sole subscriber in the register of the members of the Company were approved. The Board noted the insurance arrangements and noted that the arrangements would have to be revisited in the event that the Northern Estate Programme (NEP) becomes a formal responsibility of the Company.
7.	Approval of Company Policies Final Drafts of the following documents proposed to be adopted as policies of the Company were tabled: Board Regulations (and Scheme of Authorities), Board Code of Conduct, Freedom of Information Policy, Environmental Policy, Data Protection Policy, and the Health, Safety and Wellbeing Policy; and were approved subject to some final amendments.
8.	Directors Service Contracts The Contract of the Chair, Chief Executive and R&R Programme Director were approved. The Board noted that two Non-Executive Directors had been appointed as Directors of the Company by virtue of the Sponsor Body right of nomination under the Act.
9.	Delegated Authority of Chief Executive Officer Functions It was noted that the individual who is to be appointed as the Chief Executive Officer (CEO) of the Company was not currently able to take up their appointment. The letter of delegation relating to the functions and decisions of the CEO was approved, and it



	<p>was agreed that the R&R Programme Director would undertake such decisions in accordance with the delegation letter until the CEO was able to take up the appointment.</p>
10.	<p>Accounting Officer</p> <p>It was noted that the individual who is to be appointed as the Accounting Officer of the Company was not currently able to take up their appointment.</p> <p>It was noted that the R&R Programme Director had been temporarily appointed by the Accounting Officer of the Sponsor Body, to be the Accounting Officer for the Company until the individual who is to be appointed is able to take up their appointment. The appointment would take effect on 1st May 2020.</p>
11.	<p>Banking and Finance</p> <p>The Board resolved to appoint the branch of Natwest at 57 Victoria Street, London as bankers to the Company.</p> <p>The Board authorised the main signatories, and it was noted that suitable financial threshold delegations would be put in place for the signatories authorised.</p> <p>The Board authorised the Company to apply for a Bankline internet banking service and approved the change to the accounting reference date of the Company to the 31st March.</p>
12.	<p>Programme Delivery Agreement</p> <p>The key principles of the Programme Delivery Agreement (PDA) were presented to the Board. It was noted that the Programme Delivery Agreement should incorporate milestones and key review points within the Integrated Assurance section to reflect best practice.</p>
13.	<p>Data Sharing Agreement</p> <p>The final draft of the Data sharing agreement was proposed to the Board. The draft was approved, and it was authorised that the R&R Programme Director would execute the Data Sharing Agreement on behalf of the Company.</p>
14.	<p>Contractual Arrangements</p>



	<p>The Company's contractual arrangement relating to the novation, variation, or extension of a number of contracts from the Corporate Officer of the House of Commons and/or the Corporate Officer of the House of Lords was approved.</p>
15.	<p>Secondment Arrangements</p> <p>The Board discussed secondment arrangements relating to the secondment of staff from Parliament to the Company. The secondment arrangements were approved.</p>
16.	<p>Filing</p> <p>The Chair instructed Sharpe Pritchard LLP to make all necessary and appropriate entries in the books and registers of the Company and to arrange for the necessary forms and documents to be filed at Companies House.</p>