



## **BOARD OF THE SHADOW SPONSOR BODY**

### **Minutes**

*Meeting of 17<sup>th</sup> December 2018*

Present:

Elizabeth Peace (Chair)  
Lord Carter of Coles  
Lord Deighton  
Lord Geidt  
Brigid Janssen  
Marta Phillips  
Mark Tami MP  
Simon Thurley  
Simon Wright

In attendance:

Mostaque Ahmed (House of Lords Finance Director, representing the Clerk of the Parliaments)  
Sir David Natzler (Clerk of the House)  
Tom Healey (Director, shadow Sponsor Body)  
Kate Emms (Chief of Staff, shadow Sponsor Body)  
Susannah Street (Board Secretary)  
Ben Wheeldon (Programme Delivery Director, R&R)  
Faiza Fareed (Director of Communications and External Relations (Acting), shadow Sponsor Body)  
Anish Kaul (Team Administrator, shadow Sponsor Body)  
Julian Flannery (Architecture Lead, R&R Programme) joined for items 4 and 5  
Andy Piper (Design Director, R&R Programme) joined for items 5 and 7  
John Cryer (Programme Director, Northern Estate Programme) joined for item 6  
James Tobin (Member Engagement Lead, R&R Programme), Richard Ware (Adviser on Member Engagement, R&R Programme), Emma Wharton (Client and Customer Director, R&R Programme) and Meg Conway (incoming Client and Customer Director, R&R Programme) joined for item 8

Apologies: Sir Patrick McLoughlin MP, Neil Gray MP, Baroness Scott of Needham Market

### **I. MINUTES OF PREVIOUS MEETING**

The minutes of the Board meeting of 19 November 2018 were **agreed**.

### **2. SHADOW SPONSOR BODY WORKPLAN UPDATE (SSB/I8/022)**

The Board **noted** the update on progress against the Shadow Sponsor Body workplan.

### **3. R&R PROGRAMME PROGRESS REPORT – PERIOD: OCTOBER 2018 (SSB/18/023)**

The Board **noted** the progress report.

The Board discussed matters including:

- the accommodation for the Programme teams; it was agreed that any costs incurred due to the teams' accommodation should be tracked
- risks relating to recruitment and staff retention
- interdependencies for the Northern Estate Programme
- the role of the Design Authority within Strategic Estates
- coordination across the different Parliamentary teams working with the Programme.

### **4. UPDATE ON THE THEMES WHICH SUPPORT THE VISION FOR THE PROGRAMME (SSB/18/024)**

The Board discussed the proposed strategic themes and suggested some changes; revised proposals would be brought to the Board's next meeting. The final vision and strategic themes would be presented to the two House Commissions. The Board discussed how policy statements relating to the strategic themes should be worked up.

### **5. PROGRESS TO DATE ON DESIGN AND PLAN FOR ENGAGING WITH THE BOARD (SSB/18/025)**

The Board **approved** the approach for engaging the shadow Sponsor Board in design described in the paper. Workshops would be arranged to discuss the strategic themes and policy statements. The Board would be provided with a summary of the first draft of the Initial Project Brief.

### **6. RESTORATION & RENEWAL OF THE PALACE OF WESTMINSTER AND NORTHERN ESTATE PROGRAMME: CONFIRMATION OF GOVERNANCE ARRANGEMENTS (SSB/18/026)**

The Board discussed the transfer of the Northern Estate Programme from the control of the House of Commons Commission to the Sponsor Board and, in due course, the Delivery Authority. The scope of the Northern Estate Programme, and its cost, schedule and risks, were discussed. The Board continued to be in agreement in principle that the transfer should take place but requested that a proper programme of work should be commissioned in order to understand fully any existing risks and uncertainties.

### **7. PRESENTATION: OVERVIEW OF THE HOUSE OF LORDS DECANT PROJECT**

The presentation was postponed for lack of time. The Board **agreed** that officials would provide input to the informal Westminster City Council draft planning policy consultation.

### **8. PROGRESS OF ENGAGEMENT ON PALACE DESIGN WORK (SSB/18/027)**

The Board were provided with an overview of the opinions gathered from interviews with 36 Members of both Houses using the questionnaire that had been prepared for Members.

The Board **noted** the progress in engaging with stakeholders to generate information for the Initial Project Brief.

The Board **confirmed** that they were content with the plans for widescale engagement with Members of both Houses set out in paper, to commence in January 2019, with some changes. The

Board asked the engagement team to work with the Services Committee and Administration Committee. The Board discussed how the views of people with disabilities would be included. The Board would receive regular updates on the progress of the engagement.

**9. ACCOUNTABILITY TRANSFER REVIEW FOR SPONSOR FUNCTIONS –  
OUTCOME AND NEXT STEPS (SSB/18/028)**

The Board **noted** the recommendations of the Accountability Transfer Review, and discussed the actions proposed in the paper.

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The Board would next meet on 21<sup>st</sup> January 2019.