

MINUTES

R&R Client Board

Meeting date	22 May 2023
Meeting location	Boothroyd Room
Meeting time	16:45–18:00

Attendees

Client Board	Programme Board (in attendance)
Sir John Benger	Nigel Evans MP
Deidre Brock MP	Lord Morse
Simon Burton	
Marianne Cwynarski	Officials
Thangam Debbonaire MP	Kate Meanwell (Lords)
Mathew Duncan	Mike Everett (Commons)
Lord Gardiner of Kimble	David Goldstone (Delivery Authority)
Lord German	Gosia McBride (Commons)
Andy Helliwell	Ed Potton (Commons)
Sharon Hodgson MP	Patsy Richards (Client Team)
Shrinivas Honap	Charlotte Simmonds (Commons)
Lord Kinnoull	Tristan Stubbs (Lords)
Sir Lindsay Hoyle MP	Matthew White (Delivery Authority)
Lord McFall of Alcluith (Chair)	James Young (Client Team)
Baroness McIntosh of Hudnall	
Penny Mordaunt MP	
Lord Newby	
Nora Senior	
Baroness Smith of Basildon	
Lord True	
Lord Vaux of Harrowden	

1. Welcome and Standing Items

The Lord Speaker chaired the meeting.

Apologies were received from Lord Hill, Nickie Aiken and Sir Charles Walker. Sharon Hodgson and Lord Kinnoull were welcomed to their first meeting of the Client Board.

Nigel Evans MP, Chair of the Programme Board, and Lord Morse, Deputy Chair of the Programme Board, were welcomed to the meeting.

The R&R Client Board agreed the minutes of its meeting on 6 February 2023 and that they be published.

2. Oral Update from interim Managing Director of the Client Team

The Client Team (CT) noted the positive progress on shortlisting made by the Programme Board in their four meetings since February. Following the last meeting the Parliamentary Works Estimates Commission (PWEC) had approved the Delivery Authority's Estimate and laid it before the House. PWEC and the Public Accounts Committee had published reports on the programme, which noted progress and emphasised the importance of maintaining momentum.

Member and staff engagement on the Programme had been progressing well, with 1:1 interviews with Members commencing in May to discuss opportunities and challenges. There would also be focus groups with House and Members' staff.

The R&R Client Board noted the update from the interim Managing Director of the Client Team.

3. R&R Shortlisting Update

Nigel Evans, Chair of the Programme Board, updated the Client Board on the work of the Programme Board on shortlisting to reduce the number of options from the original 36. Board meetings had been well-attended, and they had visited a number of other historic properties to understand the approaches taken to restoration work. The Programme Board were on target to return a shortlist of options to the Client Board on 17 July. Lord Morse, Deputy Chair of the Client Board, explained that he was chairing a sub-board looking in detail at the costs of the options and the assumptions underpinning them.

In discussion the following points were raised:

- A focus on costs by the sub-board was welcomed. The need to understand long-term costs was noted, including the presentation of costs at net present value.
- Whether the Delivery Authority had been imaginative enough when developing shortlist options. While the IAAP review had talked about benefits of phasing works it was not clear the extent to which phasing was present in these options.
- The need to ensure a decision was made so that the project could progress and to understand the opportunity cost of not making progress.
- That Members might want a clearer view of how much space would be left for parliamentary use at the end of R&R and the efficiencies that would be generated.
- The need to ensure current projects, such as Victoria Tower external renovations were integrated with the need by R&R to renovate the internal space to ensure value for money.
- The challenge of removing asbestos and whether the amount in the building had been correctly estimated.
- That it appeared progress was being made with better information being presented, although political risks arose with decision making close to an election.

The R&R Client Board noted the progress on shortlisting to date and the next steps in the process.

4. Phasing, Early Works and Visualisation

The CT and Delivery Authority (DA) set out detail on the interpretations of how phasing fitted the legislation and asked for views on the potential early works. Visualisations were provided that showed the sequence of potential works and timing.

In discussion the following points were raised:

- With respect to phasing, the teams were encouraged to use the flexibility available under the existing framework in the first instance.
- That Cloister Court and increasing the scope of the Victoria Tower project were promising potential early works, noting the need to determine a future use for the Victoria Tower.
- Early works which might assist the R&R main works, for example underground excavation to create space for future facilities and restoration of the Northern Range were encouraged.
- Early works which were likely to be disruptive to parliamentary business were discouraged, for example further works on Peers' entrance.

The R&R Client Board noted the updates and provided feedback on potential early works.

5. Quarterly Report and Independent Advice and Assurance Panel Report

The CT asked the Client Board to approve publication of the new-format quarterly report covering the period January to March 2023, and the Independent Advice and Assurance Panel Report of the R&R Programme of 15 March 2023. In future quarterly reports would be approved by the Programme Board for publication.

The R&R Client Board:

a) approved the publication of the R&R quarterly report covering the period January to March 2023 and the Independent Advice and Assurance Panel report dated 15 March 2023; and,

b) agreed that future quarterly reports will be approved for publication by the Programme Board and circulated to the Client Board for information.

6. R&R Programme Board Terms of Reference and Membership

The CT asked the Client Board to agree the finalised terms of reference for the R&R Programme Board now it was operational. A recruitment exercise to appoint a fourth external member of the Programme Board was also proposed. The Client Board discussed the skillsets needed by the Programme Board. The financial scrutiny support currently being provided by officials and Programme Board members was noted.

The R&R Client Board:

a) approved R&R Programme Board's finalised terms of reference; and

b) agreed to undertake a recruitment process to appoint a fourth external member of the Programme Board.

7. Any other business and date of next meeting

The Client Board agreed to publish meeting agendas in advance on the website.

Mathew Duncan was thanked for his contribution to the Client Board and wished well for the future.

The date of next meeting was 17 July 2023, 5.00pm–6.30pm.

8. Papers to note

The Client Board noted the forward look.