

MINUTES

R&R Programme Board Sub Board

Meeting date	11 December 2024
Meeting location	Committee Room 20, Palace of Westminster
Meeting time	14:00-16:00

Attendees

Programme Board Sub Board	Officials
Lord Vaux of Harrowden	Vicky Rock (Commons)
Mark Tami MP	Fehintola Akinlose (Lords)
Paul Duffree	Katya Cassidy (R&R Client Team)
Michele Dix	Tanya Coff (Delivery Authority)
Marie Goldman MP	Catherine Murphy (Delivery Authority)
	James Young (R&R Client Team)
	Meg Conway Wait (R&R Client Team)
	Chris Elliott (Commons)
	Bev Weston (Commons)

1. Welcome and Standing Items

Lord Vaux chaired the meeting.

The Sub Board agreed to the publication of the minutes of the meeting on 19 November 2024.

The Sub Board discussed a note on the independent technical assurers.

[REDACTED] The Sub Board reiterated that it wanted external assurers to present their report directly to the Sub Board.

2. R&R costs 2025/26

DA officials briefed the Sub Board on the DA 2025/26 Annual Estimate and 2026/27 forward look. During the discussion:

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- The Sub Board discussed surveys, including the prioritisation of certain surveys. The Delivery Authority and Strategic Estates reported collaboration between the teams on planned surveys.
- [REDACTED] The Sub Board discussed opportunities for shared services.

The Sub Board was briefed on R&R Client Team costs for 2025/26. During the discussion:

- The Sub Board questioned whether there were other costs of R&R not included in the paper not sitting directly within the R&R Client Team.
- [REDACTED]
- The Sub Board requested all parliamentary R&R staff costs to be shown alongside Client Team costs, including the Lords R&R and the R&R comms team.
- The Sub Board requested an update to Client Team costs in January to include an explanation of the rationale for Sponsor Body communications roles to go into the House of Lords Communications team.

The Sub Board was briefed on EMI costs. During the discussion:

- The Sub Board questioned the clarity of the reporting of figures across RIBA stages, financial years and decision points.
- [REDACTED]
- The Sub Board requested that the EMI costs paper be updated to show spend per financial year, including what is being delivered in each financial year.

The Sub Board noted the importance of consistency across figures for the Delivery Authority, R&R Client Team and Strategic Estates.

The Sub Board agreed to consider R&R costs for 2025/26 again in January, with the additional information provided.

3. Any other business and date of next meeting

The next meeting would take place on 14 January 2025.