



HOUSES OF PARLIAMENT
RESTORATION & RENEWAL

APPOINTMENT BRIEF
SPONSOR BOARD EXTERNAL MEMBERS (NON-EXECUTIVE
DIRECTORS)

WELCOME

Dear Applicant,

Thank you for your interest in the Palace of Westminster Restoration and Renewal Sponsor Board opportunities.

The Houses of Parliament Restoration and Renewal Programme has been established to tackle the significant work that needs to be done to protect and preserve the heritage of the Palace of Westminster and ensure it can continue to serve as home to the UK Parliament in the 21st century. This is an enormous and unprecedented undertaking, which is expected to be the most complex renovation programme of any single building the UK has ever seen.

The work is being carried out under a two-tier governance system with a Sponsor Body and a Delivery Authority. Under this structure, the Sponsor Body will be the single client accountable to Parliament. The role of the Delivery Authority is to deliver the Programme to the scope, budget and timescale set down by and agreed with the Sponsor Board.

Responsible for setting the strategic direction of the project, providing leadership and good governance, the Parliamentary Works Sponsor Body (“Sponsor Body”) was established in shadow form in 2018 and became a statutory organisation separate from Parliament in April 2020. The Delivery Authority, and its leadership team, has been established by the Sponsor Body as a company limited by guarantee. There is a Programme Delivery Agreement between the two bodies which forms the basis of their relationship and obligations.

The Sponsor Body was established with four external, independent, non-executive Board members whose terms are now coming to an end. Consequently, it is the intention to make four new appointments for the new terms of office, all of whom will need to demonstrate experience of leadership and delivery at the highest-level in an executive or non-executive capacity in the private, public or voluntary sectors.

The Sponsor Body is committed to valuing diversity and promoting equality, and we particularly welcome applications from groups which are currently under-represented in senior leadership appointments.

I look forward to receiving your application.

Liz Peace CBE
Chair of the Sponsor Board

ABOUT US

The Palace of Westminster

The Palace of Westminster is one of the most iconic and significant buildings in the world. It is home to one of the busiest parliaments, with more than a million people, including 100,000 school children, passing through its doors each year.

Following destruction by fire of the old royal palace in 1834, the government of the day was obliged to return to first principles and think about the Palace's function, planning and symbolism. A competition for the design of the new Palace of Westminster was launched and the winner was Charles Barry, assisted by Augustus Welby Pugin. The Palace is now a Grade 1 listed building and, with Westminster Abbey and St Margaret's Church, forms part of the UNESCO Westminster World Heritage Site.

Although designed specifically for Parliament the building remains a Royal Palace. In 1965 the Queen confirmed that its use should be permanently enjoyed by Parliament. In 1992 responsibility for maintaining the Palace was transferred from the government to Parliament.

The building today

Since its construction, many features have never undergone major renovation. The heating, ventilation, water, drainage and electrical systems are now outdated and improvements to fire safety are needed.

Rigorous checks and surveys of the Palace are carried out regularly to ensure it remains safe and the risk of catastrophic system failure and disruption to Parliament is kept to a minimum.

The Sponsor Board

The role of the Sponsor Board is to set the strategic direction for the project, providing leadership and good governance. The Sponsor Board will set the scope, budget and timescale through development of a detailed and costed restoration and renewal plan (the business case) within which the Delivery Authority will complete the works.

The Sponsor Board is composed of members from both Houses of Parliament, four external members and an independent chairperson.

The Sponsor Board is supported by the Sponsor Body, a team of its own staff who provide day-to-day oversight of the activities of the Delivery Authority, manage the relationship with the two House Administrations and undertake communications and engagement activities.

The members of the Sponsor Board are collectively responsible for shaping and achieving the purpose of the Sponsor Body, working closely with both Houses of Parliament and the Delivery Authority.

Board members are required to:

- Provide leadership of the Sponsor Body, and to ensure that it properly operates as a statutory body accountable to Parliament;
- Provide prudent and effective controls appropriate to a body responsible for the use of public funds which ensure that high standards of corporate governance and financial management are observed and which enable risk to be assessed and managed;
- Ensure that the necessary resources are in place for the Sponsor Body to exercise its functions;
- Approve an annual budget for each financial year, which includes the forecast annual budget for the Delivery Authority, for consideration by the Estimates Commission;
- Deliver against obligations laid out in the R&R Act, the Parliamentary Relationship Agreement and the Programme Delivery Agreement.

All Board members are required to understand and embrace the 'Principles of Public Life' as defined by the Nolan Committee.

Vision and Values

The Vision for the House of Parliament Restoration and Renewal Programme is to transform the Houses of Parliament to be fit for the future as the working home for our Parliamentary democracy, welcoming to all and a celebration of our rich heritage.

In so doing, the Programme will:

- Renew and refurbish the Palace of Westminster in a comprehensive and strategic manner;
- Be mindful of demands on public expenditure, apply high standards of cost-effectiveness and demonstrate value for money;
- Enable the guarantee in legislation that the historic Palace of Westminster is the home of Parliament and the two Houses should be able to fully utilise the historic building as soon as possible following the work.

The Programme has recently adopted the following Values:

- We act with integrity
- We are inspiring
- We can be ourselves
- We achieve together

BOARD MEMBERS

The Sponsor Board was established with four external members whose terms are now coming to an end. Whilst the legislation requires the Sponsor Board to appoint a minimum of two external members, it is the intention to make four appointments.

As an experienced board-level individual each Board member will be able to demonstrate an understanding of the opportunities and challenges facing the Restoration and Renewal Programme. Interest and passion in the work of the Board will help to shape the future direction of the programme and ensure its future success.

All external Board members will be able to demonstrate the core experience and skills outlined below:

Experience

- Experience at board level in an organisation of comparable scale and complexity:
 - Such experience may include, for example, the development of very large projects, major construction programme management, leadership within a heritage environment, or senior commercial and financial expertise gained in a relevant environment;
 - Experience of sitting on board committees is also desirable.
- Leadership and influencing experience with a senior and challenging stakeholder group.
- Significant expertise in balancing public and private sector priorities and requirements.
- Experience developing and overseeing complex, multi-faceted projects.
- Experience of working within an open and transparent environment, and achieving demonstrable value for money.

Skills and qualities

- Political acumen, the ability to navigate relationships and quickly grasp the environment and dynamics in which Parliament operates, including its interaction with Government.
- Strong communication and influencing skills; the ability to listen effectively and challenge constructively, supporting collective decisions and balancing challenge with assurance and support.
- High credibility with strong interpersonal skills and the ability to work with a wide range of individuals, building productive, collaborative relationships.
- An enquiring mind, able to grasp relevant issues and develop creative solutions.
- The intellectual rigour to understand complex issues and risk quickly
- Strong commitment to public service values such as diversity and inclusion, and the Nolan Principles of public life: Selflessness; Integrity; Objectivity; Accountability; Openness; Honesty; Leadership.

Terms and conditions

Externally appointed Board members will receive an annual remuneration of £24,000 with an anticipated time commitment of at least two days per month.

Appointments will be made on the basis of a fixed term of not more than three years.

HOW TO APPLY

Candidates should apply by submitting a **CV and cover letter**. Please state in your covering letter if you believe you have any current or potential conflicts of interest relating to this role.

Eligibility: a person may **not** be appointed as an external member of the Sponsor Board through this process if they are: a member of either House of Parliament; a Minister of the Crown; or a member of either of the House Commissions.

We look forward to receiving your application by noon on **4 June 2021**

Please contact karen.watling@r-r.org.uk for any questions relating to these roles.