

**National Infrastructure Committee
Oversight Board – Meeting 2**

Author: Secretariat

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MINUTES

**National Infrastructure Commission
Oversight Board Meeting
Tuesday 31 October, 11.00 to 12:30
HM Treasury Room G/25**

Attendees:

Rt. Hon Lord Adonis (Chair)
Philip Graham (Chief Executive)
Sasha Morgan (Chief Operating Officer)
Manuela Solera-Deuchar (Treasury)
Michael Brodie (Audit Committee – Chair)
Debjani Ghosh (Audit Committee – Deputy Chair)
Neil Chapman (GIAA)

Apologies

Apologies were received from Bridget Rosewell and Sir John Armit

This was the second meeting of the National Infrastructure Commission's (NIC's) Oversight Board. The purpose of this meeting was to review and, where appropriate, agree a) the organisation's policy on Quality Assurance; b) updates to governance arrangements; and to discuss c) the Multi-Year Settlement process.

We asked the Board to give initial soundings and steers on a range of issues and clear decision/endorsement on:

- The NIC's policy on Quality Assurance
- The Secretariat's updated governance arrangements
- Approach to Multi-Year-Settlement

CEO Update

Phil Graham reported that the publication of the draft NIA report was published on the 13th October. There will now be a consultation, which will conclude on the 12th January. The final publication of the NIA report is scheduled for Summer 2018.

A successful launch event for the draft NIA report was held in Birmingham on Friday 13th October, which included the attendance of 5 Metro Mayors.

It was expected that the Cambridge/Milton Keynes/Oxford project would be published in mid-November 2017 and the Technology Study in early December.

We expected to publish our first Annual Monitoring Report in January 2018.

The board was informed that the Commission may be asked to do another study, potentially on the topic of Freight. But this is to be confirmed and is currently undisclosed.

The NIC will be introducing a Young Professionals Panel as a conduit for improving our outward stakeholder engagement and to ensure that the NIC has a means of keeping in touch with new thinking and developments in Infrastructure Professions.

ARAC Update

Michael Brodie confirmed that Bridget Rosewell had accepted membership to the Audit and Risk Committee.

GIAA has been signed off as our Internal Audit Provider.

COO Update

The Chief Operating Officer updated the group on the progress with the NIC's move to Finlaison House. The likely timeframe is for us to take possession of the space at the beginning of January 2018. After renovations are completed, we would expect to move in during March 2018.

The Secretariat would consult with Kieran Walsh at HMT to discuss whether we could impose a penalty clause on GAD, if this timeframe to obtain the space was to slip further.

We discussed when would be the best time to publish our Corporate Plan. We discussed publication in March 2018 in advance of the new financial Year. Manuela Solera-Deuchar would consider the issues of establishing a rolling Multi-Year Budget and assured the Chair that this would be achieved this financial year.

Terms of Reference

A paper on the NIC Terms of Reference was presented. Sasha welcomed comments by email.

Quality Assurance Policy

The group reviewed and agreed the tabled Quality Assurance Policy with the one presentation suggestions that the text on Policy Models be removed from the main document and moved into a separate Annex.

Mid-Year Settlement Process

The Chair of the Board stressed the importance for the NIC's forward planning and independence of a rolling multi-year budget, set at a level which reflected the breadth of its responsibilities and allowed it to maintain the quality and rigour of its work. It was explained that Sophie Dean would be holding sessions with ALB's to review 2017-18 budgets, during which a proposed Multi-Year Budget for the NIC would also be discussed, so that this could be included in our next Corporate Plan.

Summary of Actions

Finlaison House Move: Sasha would speak to Kieran Walsh at HMT to discuss whether we could impose a penalty clause on GAD, if the timeframe to obtain the space was to slip further.

Multi-Year Budget: Manuela Solera-Deuchar would look into timeframes and process for delivery.

Terms of Reference: Any comments to Sasha Morgan.

Additional Action: Invite Michael Brodie and Debjani Ghosh to a future Commissioners meeting.