

National Infrastructure Committee Oversight Board – Meeting 1

NIC Secretariat

Date: 9th August 2017

Attendees

Rt. Hon Lord Adonis (Chair)
Philip Graham (Chief Executive)
Sasha Morgan (Chief Operating Officer)
Adam Cooper (Director of Policy & Engagement)
Manuela Solera-Deuchar (Treasury)
Michael Brodie (Audit Committee – Chair)

MINUTES

National Infrastructure Commission
Oversight Board Meeting
Monday 31 July, 11.00 to 12:30
11 Philpot Lane

Summary:

- The Inaugural meeting of the National Infrastructure Commission Oversight Board was an introductory meeting for members and an opportunity to agree the group's terms of reference.
- It was agreed that the nature of the first meeting was at a high-level of generality and that the record of the meeting should take the form of a log of actions to be taken forward by the Secretariat. These are detailed below:

Actions Log

Author: NIC Secretariat

No.	Action/Decision Description	Owner
1	Invite Sir John Armit to Join the Board	Phil Graham /Andrew Adonis

2	Debjani Ghosh be invited to join the board and the Audit Committee following a discussion with Phil Graham	Phil Graham
3	The current composition of the board includes 3 Executive members, 3 Commissioner members, and two external members and one treasury observer.	Sasha Morgan
4	Agreed that we would mirror the OBR ARAC arrangements and have an Audit Committee rather than full ARAC. The ARAC would comprise of two independent board members and a finance director from Treasury. The Chief Executive would attend all Audit Committee meetings.	Board Members
5	It was agreed to add another reporting/risk structure into the governance structure on the Operations side.	Sasha Morgan
6	Agreed that each board would take an oral Chief Operating Officer Update.	Sasha Morgan
7	There should be an oral progress report against key policy deliverables tabled at each meeting presented by the CEO.	Phil Graham/Sasha Morgan
8	Any workforce plan should come to the Oversight Board for clearance.	Sasha Morgan
9	Agreed that Treasury should be encouraged to make progress on official confirmation of the NIC's rolling Multi-Year Settlement/Budget - and follow this up with HM Treasury.	Phil Graham (Manuela Solera-Deuchar to Note)
10	Information put forward on potential costs on refurbishment of Finlaison House. Board agreed that reasonable expenditure on the appropriate refurbishment of Finlaison House should be made.	Sasha Morgan
11	Agreed that next face to face board meeting would take place after the 20 th of September to allow time for Vision and Priorities (The Interim NIA) to be Published.	Board Members
12	Agreed that there would be a virtual discussion between board members in-between to sign –off the upcoming Pay Remit.	NIC Secretariat
13	The pattern of meetings should be every 6-8 weeks initially (first 6 months to a year) but lengthen to Quarterly once the Board is fully established.	NIC Secretariat