

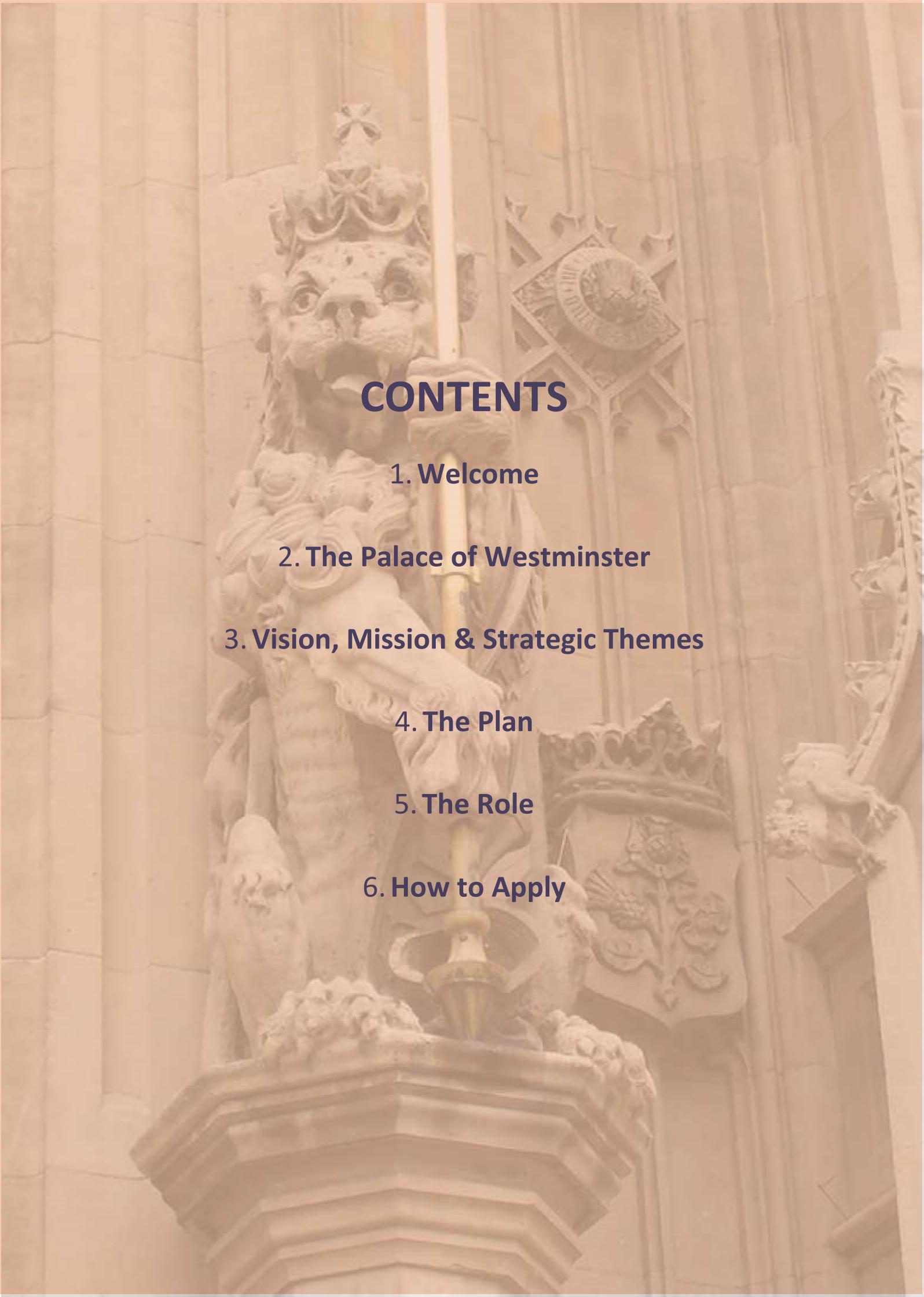


Houses of Parliament
Restoration and Renewal

**Appointment of General Counsel
for the Delivery Authority**
Project Code: QHXE



Saxton Bampfylde

A stone lion sculpture, likely a Westminster Lion, is the central focus. It is depicted in a standing, rampant position, holding a sword upright in its right paw. The lion is intricately carved, showing its mane, facial features, and the details of the sword. The background consists of a light-colored stone wall with Gothic architectural elements, including a window with a decorative tracery and a shield-shaped emblem. The entire image has a warm, sepia-toned overlay.

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WELCOME

Dear Applicant,

Thank you for your interest in the role of **General Counsel** in the Restoration and Renewal Delivery Authority.

The Palace of Westminster, part of a UNESCO World Heritage site, is home to one of the busiest and most historic parliamentary institutions in the world and an enduring symbol of our national identity visited by millions of tourists each year.

Designed by Charles Barry as a purpose-built Houses of Parliament, the Palace is a masterpiece of Victorian Gothic revival architecture. Today it is one of the top five most recognisable buildings in the world. However, it is deteriorating faster than it can be repaired and the longer this essential work is left the greater the risk of a sudden catastrophic failure.



In 2018 Parliament decided to create independent bodies to manage the Restoration and Renewal, similar to the 2012 London Olympics: a Sponsor Body to set the scope, budget and timescale, and a Delivery Authority to carry out the work, and procure and manage the contractors and supply chain.

As Chief Executive (Designate) of the Delivery Authority, I am delighted to be building and leading the team that will deliver this fantastic project, working closely with our colleagues in the Sponsor Body. Successful delivery of such a challenging project will require world class leaders with a range of skills, who can work together as a highly effective team.

Together we will provide a fit, modern working home for our parliamentary democracy and deliver value for money to the taxpayer. This will require engineering and construction capability beyond anything Parliament has seen since Charles Barry built the Palace 150 years ago.

The environment in which we work is technically and politically complex and will attract intense scrutiny, which is why I'm building a diverse and talented Leadership Team to join me in this hugely collaborative endeavour.

We are looking for an outstanding **General Counsel**, who can demonstrate the expertise and passion to take the financial leadership responsibilities for this once-in-a-lifetime project, and to become an absolutely key member of the new leadership team that will build a safe, accessible Parliament for generations to come.

I look forward to receiving your application. The closing date is **Tuesday 2 June**.

Yours,

David Goldstone CBE
Chief Executive (Designate), Delivery Authority

THE PALACE OF WESTMINSTER

The Palace of Westminster is an icon of our nation's past, present and future. It is the home of our democracy and a workplace for thousands of people. The building has played a unique role in our political history for 900 years and now it needs urgent repair.

The Palace is a Grade I listed building with a rich and remarkable history. The first royal palaces on this site were built by King Canute the Great and then Edward the Confessor during the 11th century. The oldest part of the estate, Westminster Hall, was built by William II in 1097 and was thought to be the largest hall in Europe at the time. It has been the scene of great moments in our nation's life. The first English parliaments were held there by Simon de Montfort when representatives from cities and boroughs joined knights to discuss matters of national concern for the first time in 1265. These meetings were the foundation of UK democracy and form a direct link to today's House of Commons.

In 1834 the old Palace of Westminster burned down. The only significant medieval parts to survive were Westminster Hall, the Cloisters of Stephens, the Chapel of St Mary Undercroft and the Jewel Tower. The architect Charles Barry won the competition to design a new Palace and purpose-built Houses of Parliament. His assistant, Augustus Welby Pugin, created most of the Palace's ornate interiors, carvings and furniture. The first stone was laid in 1835. Most of the work was done by 1860 but the Palace was not ultimately finished until 1870. The building is constructed from Anston limestone and set on top of a huge concrete raft on the banks of the Thames to keep the estate stable.





The House of Commons Chamber



The House of Lords Chamber

The debating chambers for the two Houses lie on opposite sides of a central lobby and are part of the spine of the Palace. There are three towers: Elizabeth Tower, the clock tower which houses Big Ben; Victoria Tower, home to parliamentary archives dating back to 1497, and Central Tower, originally designed as part of a ventilation system. The last major work at the Palace of Westminster was the reconstruction of the Commons Chamber after it was destroyed during the Second World War.

Today the Houses of Parliament are regarded as the world's finest example of early Gothic Revival architecture. They are part of a UNESCO World Heritage Site which incorporates Westminster Abbey, the Jewel Tower and St Margaret's Church. 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 magnificent Palace in which the UK's parliamentarians conduct their daily business ranks as one of the world's most recognisable landmarks alongside the Eiffel Tower, the Pyramids, the Statue of Liberty and the Great Wall of China.



The Chapel of St Mary Undercroft



The Victoria Tower

VISION, MISSION & STRATEGIC THEMES

Vision

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.

Mission

The Delivery Authority will define, develop and deliver the Programme to the scope, budget and timescale agreed with the Sponsor Body. 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;
- Include a full and timely decant of the Palace of Westminster, representing the most cost-effective option for delivering the programme; and
- Enable the guarantee in legislation that the historic Palace of Westminster is the home of Parliament and that the two Houses should return to their historic chambers, as soon as possible following the work.

Strategic Themes

Health, Safety & Security: ensure high standards of health, safety and wellbeing and provide appropriate protection for the building and those in it;

Functionality & Design: deliver a building which supports Parliament's core function as a working legislature, both now and in the future using high-quality design and technology;

Accessibility & Inclusion: open up the Houses of Parliament, improve access and encourage a wider participation in the work of Parliament;

Sense of History: conserve and enhance the fabric of the Houses of Parliament and build appreciation of its rich history;

Sustainability: deliver a refurbishment programme that minimises but also facilitates future maintenance and improvement, that ensures efficient and responsible resource consumption, and that provides for the development of national construction and craft skills; and

Time and Value for Money: deliver on time and maintain a relentless focus on delivering value and being on budget through the control of costs.

THE PLAN

Everyone will move out of the Houses of Parliament so the biggest heritage restoration ever undertaken in the UK can begin. The first essential step is to create temporary homes for the Commons and Lords. We will transform the Palace of Westminster, home of the Houses of Parliament, to be fit for the future as the working home for our Parliamentary democracy. It will be welcoming to all and a celebration of our rich heritage. At every stage we will ensure value for money for the taxpayer and be subject to stringent audit and assurance processes.

The decision

In 2018 Parliament held debates in the Commons and Lords on restoration and renewal and Members collectively agreed that the “best and most cost-effective” way to carry out the work was in one single phase and for everyone to move out of the building temporarily. In 2019 a law was passed which set out how the work will be carried out under a two-tier governance system similar the 2012 London Olympics and other successful infrastructure projects.

Under this structure, the Sponsor Body will be the single client accountable to Parliament. It will set the scope, budget and timescale and will oversee a Delivery Authority with the technical expertise to develop the work to the Sponsor Body’s requirements. There will be a rigorous review of options and costs and a business case will be presented to both Houses of Parliament for their decision.

The first essential step

In the first essential step, work is now underway to create a temporary home for Parliament. The House of Commons will make a temporary move to Richmond House, part of the parliamentary Northern Estate, on Whitehall, London. The House of Lords will make a temporary move to the Queen Elizabeth II Centre, opposite Westminster Abbey. Subject to planning permissions for both projects, both Houses are expected to move into their temporary accommodation in the mid-2020s.

Work on the Palace

Today the Palace is deteriorating faster than it can be repaired. The longer the essential work is left, the greater the risk of a sudden catastrophic failure from fire, flooding or stone fall. The restoration is a huge challenge. It has a floorplate the size of 16 football pitches with 1,100 rooms, 100 staircases, three miles of passageways, four floors and 65 different levels.

Work started in 2019 on extensive surveys and inspections to better understand the condition of the building and these investigations will continue over the next two years. The work covers all aspects of the Palace, including fire risk, asbestos, stonework, mechanical and engineering services, sewage and drainage, heating and ventilation and accessibility. It will inform detailed architectural designs on every aspect of the building.

Once the scope has been determined, and the investigations are complete and designs agreed, the proposed approach to the works and costs will be put before both Houses for a decision. After this business case is agreed, everyone who works in the Palace will move out so restoration can begin. Both Houses are expected to return when it is all complete in the early 2030s. As we embark on this once-in-a-lifetime restoration, Members, staff and the public will be kept informed and engaged throughout.

The Benefits

The project will secure the future of the Palace as the home of the UK Parliament and preserve its UNESCO World Heritage Site status. The benefits include:

- Providing all the services needed by a modern, accessible and accountable Parliament;
- Improved disabled access for visitors and people working there.
- Improved fire safety and removal of risks caused by asbestos.
- Restoration of extensively decayed stonework.
- Repair or replacement of the 4,000 bronze windows.
- Increased energy efficiency with lower running costs and a significantly reduced carbon footprint.
- Reduced demand for costly emergency repairs.
- Reduced risk of major disruption to the work of Parliament caused by sudden service failure.

About us

The Restoration and Renewal Programme will be managed and governed in a two-tier structure, similar to the 2012 London Olympics and other successful infrastructure projects. A Sponsor Body will be the single client accountable to Parliament and will oversee a Delivery Authority, which has been established as a company limited by guarantee. The Authority will carry out the work and procure and manage the contractors and supply chain. This way of working was set up under new legislation, the Parliamentary Buildings (Restoration and Renewal) Act 2019, because the project requires engineering and construction expertise beyond Parliament's current capabilities. It also aims to provide greater transparency about accountability and funding.

The Delivery Authority

The Delivery Authority will develop and deliver the work to the scope, budget and timescale set down by the Sponsor Body. It was set up as a company limited by guarantee in April 2020 and will procure and manage the contractors and supply chain.

The Delivery Authority will engage a team of architects, engineers, project managers and contractors who will shape the future direction of the work, which is the biggest and most complex renovation of a heritage building ever undertaken in the UK.

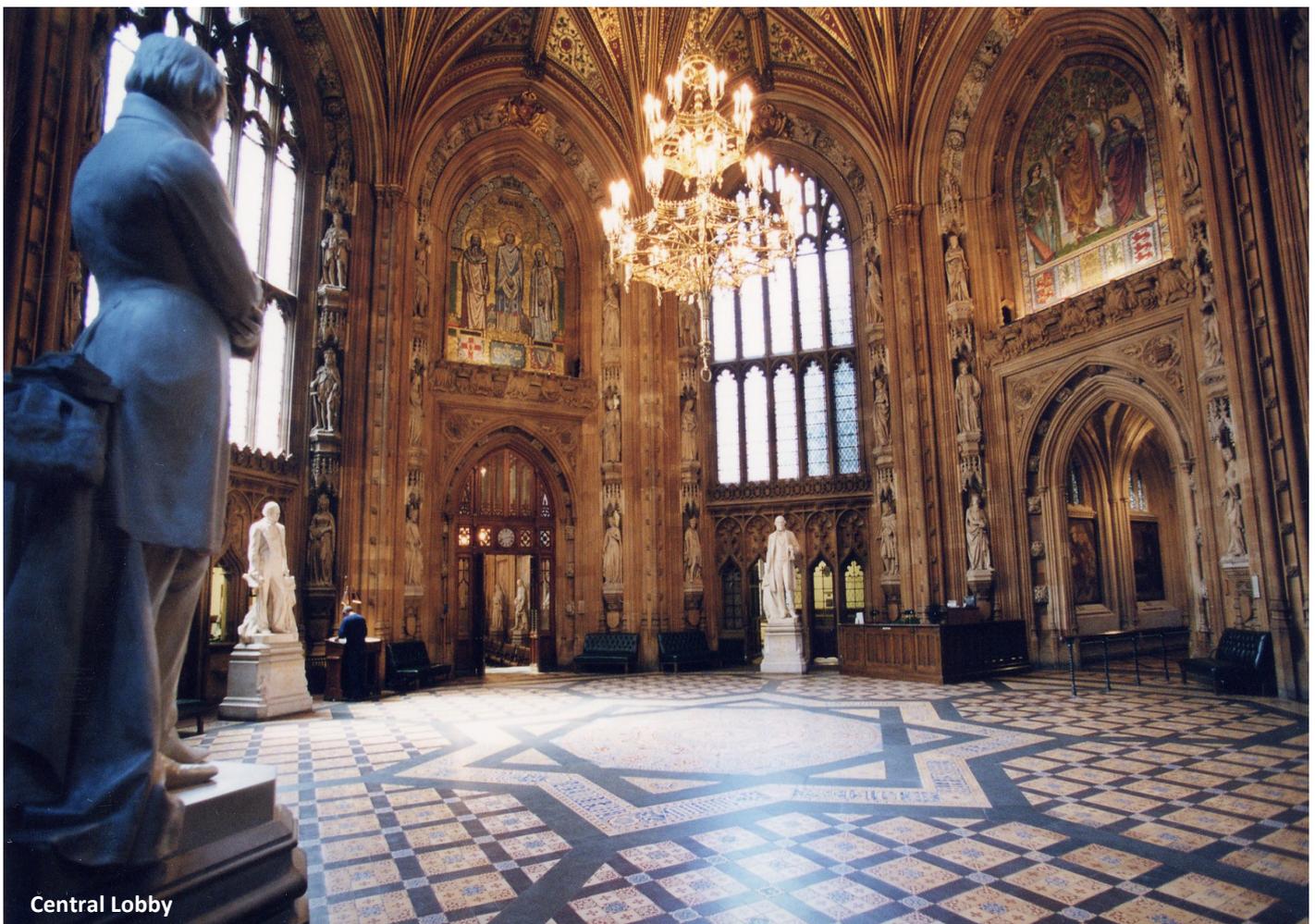
The Authority is responsible for the restoration and renewal work on the Palace of Westminster, including all the preparatory surveys which started in 2019 and will be carried out throughout 2020-21.

It will also deliver the temporary accommodation proposed for the House of Lords at the QEII Conference Centre and, later this year, will assume responsibility for the work on the House of Commons accommodation on the Northern Estate.

One of its key tasks will be to support the Sponsor Body in the development of the Outline Business Case which will then be presented to both Houses of Parliament for their decision.

The Delivery Authority will have a board consisting of a Chair appointed by the Sponsor Body, at least four non-executive directors appointed by the Delivery Authority, up to two non-executive directors appointed by the Sponsor Body and at least two Executive Directors, one of which will be the Chief Executive.

The Delivery Authority Board will be chaired by Mike Brown MVO and its Executive Team will be led by David Goldstone as the Chief Executive. Other appointments to the Delivery Authority Board will be announced soon.



Central Lobby

THE ROLE

The postholder will be the principal legal adviser to the Delivery Authority's Board and senior management team, with oversight of the Delivery Authority's Board and company secretariat work. The postholder will be responsible for leading and providing expert levels of professional guidance, pragmatic advice and practical support on legal, governance and compliance issues in a timely, fit for purpose and cost-efficient manner.

Key Accountabilities & Responsibilities

- Work with the Chief Executive and the Board to develop and oversee the provision of legal advice and governance support arrangements for the programme utilizing a blend of internal and external legal advice and expertise
- Inform the establishment of a clear legal and governance framework and reporting regime to support compliance with requirements set out in the initial Programme Development Agreement and in the Parliamentary Relationship Agreement. Ensure the programme's legal and governance systems are robust, supporting current activities and growth
- Work closely with the Commercial Director in negotiation and closing of commercial transactions, for both ongoing suppliers and new opportunities, namely reviewing and agreeing contracts. Advise on public procurement practice and on Managing Public Money to assist the Chief Executive / Accounting Officer in discharging his duties
- Act as the Senior Information Risk Owner (SIRO) with responsibility for understanding how the strategic business goals of the organisation may be impacted by any information risks, and for taking steps to mitigate them. Responsible for managing and coordinating the organisation's responses and reporting for Freedom of Information requests
- Contribute towards effective management of the programme, including strategy implementation, cross organisational issues, risk management and programme performance. Review organisational risks from a legal perspective and plan a strategic roadmap for mitigation, ensuring the Board, specifically the Chair and Chief Executive, are informed and consulted on such actions as appropriate
- Support the integration of the Northern Estates Programme if this is designated by the House of Commons as within scope of the Delivery Authority's remit
- Accountable for the Delivery Authority's approach to governance areas relating to compliance, including maintaining the Board code of conduct and ethical standards. Attend Board and Committee meetings as required. Fulfill any responsibilities and follow-up actions from these engagements to ensure that the Board and senior management can make informed decisions
- Anticipate regulatory and corporate governance issues that may affect the Delivery Authority and set the strategy for preparing the organisation for these, taking a proactive and forward-looking approach with emphasis on the short, medium and long-term outlook of the organisation
- Responsible for the compliance framework and for reviewing and sign-off the Delivery Authority's statutory legal compliance activity, including co-ordination of regulatory reports to auditors and support development of the Delivery Authority's Annual Report
- Responsible for managing complex external relationships including managing and advising on threatened/actual litigation and disputes against the Delivery Authority in consultation with external legal counsel as appropriate
- Provide functional leadership through membership of the Executive Committee (ExCo), and work with

ExCo colleagues ensuring their own professional areas are appropriately advised

- Promote a strong customer centric ethos and high professional standards. Create a high-performance culture that drives commercial value whilst building collaboration, inclusion and continuous improvement
- Demonstrate an exemplary enabling leadership approach in all aspects of their team creation, management, development, progression and succession. Proactively encourage and embed inclusivity in all programme practices and challenge behaviours that do not
- Demonstrate a strong commitment to public service values such as the Seven Principles of Public Life: Selflessness; Integrity; Objectivity; Accountability; Openness; Honesty; Leadership

Key Stakeholders & Relationships

The postholder will be expected to build and promote effective stakeholder engagement and collaboration at strategic and operational levels as part of their role, including:

- Chair and Board Members of the Delivery Authority Board, and Delivery Authority ExCo members
- Sponsor Body Chair and Board Members, Chief Executive and Executive Directors
- Senior Accounting and Programme Officers, officials of both Houses of Parliament
- HM Treasury, Cabinet Office, other Government Departments and National Audit Office
- Regulatory bodies and other external advisors on legal and corporate governance matters
- Lead consultants contracted to provide professional services to the Restoration and Renewal Programme

Qualifications, Skills & Experience

Essential Criteria

- Fully qualified lawyer eligible to practice as a Solicitor, Barrister or Chartered Legal Executive in the UK
- Proven leader with an established and successful track record in a similar legal level role for a large organisation or multi-billion-pound complex programme
- Operated as a general counsel or similar senior level (e.g. has practiced commercial law at, or near, partner level) for a large complex organisation. Able to exercise discretion and use sound judgement to inform decision making, particularly at the most senior levels of the organisation
- Able to demonstrate highly extensive and substantial legal experience, including an understanding of the management of the interface between both private and public sector environments. Be able to grasp the environment and dynamics in which Parliament operates, including its interaction with Government
- Proven track record of leading, developing and ensuring teams have the required capability and capacity to meet current and future organisational needs and regulations

Desirable criteria

- Knowledge of construction contracts and/or construction litigation experience
- Knowledge of restoration and renewal works in historic buildings from a legal perspective
- Mitigation and conflict resolution at all levels including issues outside of commercial and contractual scope

TERMS & CONDITIONS

- There will be a competitive remuneration package on offer



External View of the Central Lobby Spire



HOW TO APPLY

Saxton Bampfylde is acting as an employment agency advisor to the Houses of Parliament Restoration and Renewal Programme on this appointment. Candidates should apply through our website at: www.saxbam.com/appointments, using code **QHXE**.

Click on the 'apply' button and follow the instructions to upload a CV and cover letter. The closing date for applications is noon on **Tuesday 2 June 2020**. Please state in your covering letter if you believe you have any current or potential conflicts of interest relating to this role.

GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement. The equal opportunities monitoring online form will not be shared with anyone.



“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”

Find out more...

<https://restorationandrenewal.parliament.uk>