



Ministry
of Justice

Addendum to current SRO letter of appointment

Date: 31 March 2015

To: Sarah Payne, Senior Responsible Officer (SRO) for the New Prison – Wales Programme.

From: Ursula Brennan DCB, Permanent Secretary and
David Blackall, Chief Executive, MPA

Subject: Appointment as Senior Responsible Owner (SRO) for the New Prison – Wales Programme.

Addendum to Letter of Appointment

In addition to the responsibilities and accountabilities outlined in our letter of 13th March 2014, the publication of the Guidance for Civil Servants on Giving Evidence to Parliamentary Select Committees October 2014 has occasioned the need to bring to your attention your new responsibilities and accountabilities as SRO of the New Prison – Wales Programme.

As SRO you have personal responsibility for delivery of New Prison – Wales Programme and will be held accountable for the delivery of its objectives and policy intent; for securing and protecting its vision, for ensuring that it is governed responsibly, reported honestly, escalated appropriately and for influencing constructively the context, culture and operating environment of the project.

In addition to your internal accountabilities, you should also be aware that SROs will now be held personally accountable to Parliamentary Select Committees. You will be expected to account for and explain the decisions and actions you have taken to deliver the project (or specific milestones). In your case this means that from the date of signature of this letter you will be held personally accountable and could be called by Select Committees for delivery of New Prison – Wales Programme.

It is important to be clear that your accountability relates only to implementation: it will remain for the Minister to account for the relevant policy decisions and development.

You should make sure you understand the guidance “Giving Evidence to Select Committees – Guidance for Civil Servants” at:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/364600/Osmotherly_Rules_October_2014.pdf

You should also make yourself aware of the Major Projects Authority (MPA) guidance on management of major projects: (<https://www.gov.uk/government/policy-teams/major-projects-authority>)

Yours sincerely

Arsula Brennan

Permanent Secretary

Ministry of Justice

David Blackall

Chief Executive

Major Projects Authority

I confirm that I accept the addendum/letter to appointment including my personal accountability for implementation of the project as detailed in the letter above.

Name of SRO: Sarah Payne

Signature of SRO: *Sarah Payne*

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