

## High Speed Two (HS2) Ltd Board Meeting

### Minutes

07 September 2017

Boardroom, One Canada Square, Canary Wharf

Members	In Attendance	Apologies
David Higgins Chairman	[REDACTED] Governance Manager	Andrew McNaughton Technical Director
Steve Allen Chief Financial Officer	Nicole Geoghegan General Counsel and Company Secretary	
Richard Brown Non-executive Director	[REDACTED] Commercial and Sponsorship Director	
Christine Emmett Non-executive Director	Michael Hurn Department for Transport, Observer	
Mel Ewell Non-executive Director	Jim Crawford (item 06) Managing Director, Construction	
Mark Thurston Chief Executive Officer	[REDACTED] Strategic Communications Advisor	
Neil Masom Non-executive Director	[REDACTED] Deputy Company Secretary	
Roger Mountford Non-executive Director		
Duncan Sutherland Non-executive Director		
Jo Valentine Non-executive Director		

#### 1. WELCOME AND DECLARATION OF INTEREST

1.1 There were no additional declarations further to those already recorded.

#### 2. MINUTES OF THE PREVIOUS MEETING 04 MAY 2017 AND MATTERS ARISING

2.1 The minutes of the meeting 03 August 2017 were agreed as a true record subject to a point of clarification. The minutes will be re-presented at the next meeting for signature.

2.2 The status of the actions were noted.

2.3 The Board received a verbal update on the progress of the Non-executive Director recruitment process.

#### 3. CEO MONTHLY REPORT AND MANAGEMENT INFORMATION

3.1 The Board noted the CEO Summary and the July Monthly Report.

3.2 The following key points were raised and noted:

3.2.1 The Board noted that there has been good safety performance for the period;

- 3.2.2 HS2 has launched the lone working application and an update on this will be taken to the Health, Safety and Environment Committee;
- 3.2.3 The Board noted that all staff briefings are taking place during the month;
- 3.2.4 The Board sub-Committees will now receive a safety and values moment at the start of each meeting;
- 3.2.5 The Board received updates on the away days with the DfT and the Executive;
- 3.2.6 The Board noted the progress for the Public Accounts Committee (PAC) preparation;
- 3.2.7 **The Board requested further updates on the relationship with the HS2 Growth Partnership. The Board also discussed commercialisation in a more broad sense and suggested a possible Board briefing on Leeds station;**

**Action: Mark Thurston**

- 3.2.8 **The Board requested a briefing on the constraint on train paths north of Crewe (Train Service Specification). It was agreed that the briefing will be delivered to the Board in November, with a short status update at the October Board;**

**Action: Chris Rayner**

- 3.2.9 The Board noted the finance updates and that quarter two forecasting is in progress;
- 3.2.10 **The Board requested an update on the key risks of sequencing requirements of access to land and notice production;**

**Action: Steve Allen**

#### **4. BOARD STRATEGY DAY PLANNING**

- 4.1 The Board noted and supported the approach and agenda for the Board strategy afternoon.

#### **5. REPORT FROM THE COMMERCIAL AND INVESTMENT COMMITTEE**

- 5.1 The Board noted the report summarising the points of focus from the Commercial and Investment Committee on 29 August 2017 which had considered item six on the Board agenda.
- 5.2 The Committee had suggested that Management focus on the options for dealing with each package back to the Board early enough so that there is optionality.

## 6. RAILWAY SYSTEMS: APPROVAL OF AMENDMENTS TO THE RAILWAY SYSTEMS CATEGORY PLAN

6.1 The Board noted the paper updating on specific amendments to the Railway Systems Category Procurement Plan arising from certain decisions and challenges at the HS2 Board on 6th July 2017.

6.2 The Board were asked to approve four specific amendments to the Category Plan.

6.3 **The Board discussed communications and data management and requested a briefing in December prior to receiving the Procurement Plan.**

**Action:** [REDACTED] **Jim Crawford**

6.4 The Board approved the Railway System Category Procurement Plan, setting out the procurement approach for delivery of the Railway Systems programme for Phases 1 and 2a.

6.5 The Board approved the delegations proposed to apply to the Railway Systems procurement programme after the acceptance by BICC of the Category Procurement Plan.

## 7. UPDATE FROM THE PROGRAMME COMMITTEE 21 AUGUST 2017

7.1 The Board noted the minutes from the Programme Committee meeting of 21 August 2017.

7.2 The Programme Committee Chair gave a verbal summary of the discussions held and the following key points were raised and noted:

7.2.1 The Board stressed the importance of escalation of key issues and concerns to the Board for visibility;

7.2.2 The Board suggested involvement of independent experts to review and provide review and advice for areas of technicality and risk;

7.2.3 The DfT observer provided an update with regard to Langley. The Chairman left the meeting whilst the update was provided; and

7.2.4 **The Board requested information as to the scope and progress of archaeology works. It was agreed that an update will be provided at the next meeting.**

**Action:** [REDACTED]

## 8. PRIVATE FINANCE: RESULTS OF UPDATED VALUE FOR MONEY ANALYSIS AND IDENTIFICATION OF PREFERRED PRIVATE FINANCING STRUCTURE FOR ROLLING STOCK

8.1 The Board noted the update to the Value for Money (VfM) analysis of public and private finance and ownership structures which will be reported to BICC on 23rd October and supported this for onward submission.

**9. CORPORATE AFFAIRS: HS2 LTD VISUAL IDENTITY**

9.1 The Board noted the paper and received a presentation on the proposed approach for the visual identity for HS2 Ltd.

9.2 The Board approved the content noting that the DfT will be separately briefed before roll out and communications begin.

**10. CONTINGENCY TREATMENT TO 31 MARCH 2019**

10.1.1 The Board noted the paper providing more information on the allocation of contingency, delegations and management information in the financial years 2017/18 and 2018/19.

10.1.2 **The Board requested information of tracking and drawdown of contingency to be reported at project level and included in monthly reporting.**

**Action: Steve Allen**

10.2 The Board approved the principles.

**11. CORPORATE AFFAIRS REPORT**

11.1 The Board noted the report from Corporate Affairs.

**12. BOARD FUTURE WORKLOAD**

12.1 The Board noted the forward workload for the Board.

**13. CHAIRS REPORT**

13.1 The Chairman had no further points to add.

**14. ANY OTHER BUSINESS**

14.1 There were no additional items of business raised.

**Signed:**

**Date:**