

Matthew Rycroft Permanent Secretary Home Office 2 Marsham Street London SW1P 4DF

26 March 2021

Shaun Hipgrave SRO Nuclear Security Portfolio By Email

Dear Shaun,



Nick Smallwood Chief Executive Officer Infrastructure and Projects Authority 1 Horse Guards London SW1A 2HQ

Role as Senior Responsible Owner for the Nuclear Security Portfolio

We are writing to confirm your appointment as Senior Responsible Owner (SRO) for the Nuclear Security Portfolio (NSP), which forms part of the Government Major Project Portfolio (GMPP). You will be directly accountable to the Director General of Homeland Security, under the oversight of the Permanent Secretary and the Secretary of State for the Home Office.

You will undertake this SRO role alongside your other responsibilities. You must ensure that you allocate sufficient time to fulfil the responsibilities that being an SRO entails and, as set out in Annex 1, these are expected to take up about 25% of your time. This will be periodically reviewed to ensure that an appropriate balance is maintained across the full range of your responsibilities. Please note that individuals are not normally permitted to act as SRO for more than one major programme at any one time. As such you should resist taking on any additional programmes during your tenure as SRO for this portfolio.

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

Key decisions on GMPP level projects and anything which is otherwise novel, contentious or commercially sensitive, or which Ministers have asked to see must be submitted in a timely manner to the Permanent Secretary and Ministers as appropriate.

In addition to your internal accountabilities, you should also be aware that SROs are 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 this portfolio (or specific milestones). Your accountability for the delivery of NSP commences from the date of this letter.

You should be aware that due to a need to ensure accountability, SROs of GMPP projects and programmes are not permitted to leave their roles for other posts in central government without the consent of the Chief Executive Officer of the Infrastructure and Projects Authority. Consent will not typically be withheld but where permission is given three months' notice will be required, including a month working alongside the replacement SRO.

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

You should follow the guidance in the document at Annex 1 which sets out in detail SRO roles and responsibilities. You should also make sure you understand the guidance 'Giving Evidence to Select Committees – Guidance for Civil Servants' which is available 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 Infrastructure and Projects Authority (IPA) guidance on management of major projects at:

https://www.gov.uk/government/organisations/infrastructure-and-projects-authority

Tenure of Position

You are required to undertake this role until the completion of delivery and subsequent closure of NSP which is estimated for March 2025. This date will be refined when NSP plans its closure stage.

Extent and Limit of Accountability

You will be expected to progress NSP in line with Spending Review and Home Office allocations, and as agreed by the Finance and Investment Committee (F&IC). F&IC funding authorisations will be confirmed separately and will kept under review in the light of delivery progress.

You are authorised to approve expenditure up to this limit and within your delegated financial authority. Appropriate authority should be sought for expenditure which breaches this allocation. The Chief Portfolio Officer (CPO) and the Corporate Finance Director should be involved in such discussions along with the Director General of Capability and Resources (DG-C&R). You should operate at all times within the rules set out in 'Managing Public Money'. Additionally, if relevant, you must be mindful of, and act in accordance with, the specific HM Treasury and Cabinet Office spending controls relevant to NSP. Funding – especially underspends - must not be flexed within or between allocations without reference back to F&IC.

You must escalate to F&IC and DG-C&R:

- Proposed changes to NSP's scope which impact on the intent or its expected benefits realisation, or which have wider impacts for other programmes or projects, or for Home Office transformation more generally
- Slippage or any proposed change which materially impacts on wider Home Office objectives, including ministerial objectives, or adversely affects completion of any of NSP's tranches or its funding
- Issues which you are unable to resolve, including the need to either pause or terminate the programme where necessary.

Your role as SRO is a corporate responsibility and you are expected to:

- Establish and progress NSP in line with the Home Office Project Delivery
 Framework, ensuring the effectiveness of its governance, assurance and programme
 management arrangements, including:
 - Appointing, chairing and setting priorities for NSP's Board;
 - Ensuring the effectiveness and performance of the portfolio and programme organisation; and

- Ensuring appropriate first line assurance is in place backed up by the commissioning of timely assurance and audit reviews.
- Ensure that NSP's is progressed according to the Home Secretary's agreed portfolio
 prioritisation, recognising that under some circumstances resource may need to be
 diverted to higher priority programmes and discussing with the CPO's team any
 factors which may change the priority of NSP.
- Submit NSP's business cases and other reports as appropriate to F&IC, the IPA and HM Treasury. In doing so, you will:
 - monitor NSP's status, its forecast timescales, costs and benefits and key risks and dependencies;
 - o report issues openly and transparently; and
 - ensure that NSP's business cases make specific funding allocations for networks, infrastructure and cyber security, should NSP need work performed on any of these areas, base these allocations on estimates agreed with the appropriate leads in Enterprise Services, and provide the funds identified for these purposes to those leads to deliver on your behalf.
- Ensure that NSP's anticipated impacts upon business as usual operations are informing forecasts of those operations, including workforce planning and running costs.
- Lead NSP in a way which maximises delivery of shared corporate capabilities, for use across the Home Office and wider government.
- Ensure that Home Office data management principles are adopted in taking forward the Nuclear Security Portfolio to ensure that data is collected and stored in such a way as to enable sharing and reuse where appropriate, that it is protected in line with GDPR requirements.
- Take account of Home Office and wider government initiatives.
- Ensure that any legacy systems replaced by NSP are decommissioned as appropriate.

Objectives and Performance Criteria

To visibly and actively lead the Nuclear Security Portfolio (NSP) through its set up and delivery, ensuring that all appropriate steps are taken to ensure that the spending objectives are delivered and associated benefits forecast by NSP are realised. In particular:

- Monitoring and controlling the progress of NSP at a strategic level, being honest and frank about its progress, risks and issues,
- Communicating effectively with senior stakeholders regarding NSP progress and providing clear, appropriate and delivery-focused decisions and advice to those leading the programmes making up NSP,
- Ensure that the integrity of NSP is maintained and speak truth to power including to Parliamentary Select Committees,
- Escalating serious issues quickly and with confidence to senior management, and
- Develop strong and effective engagement between the NSP team and its stakeholders and sponsors.

Performance Criteria: Timely delivery of NSP's milestones, but also openness and pragmatism of response to risks and issues that threaten that.

DG-C&R has asked the CPO to provide feedback on performance against these criteria.

Programme Status

We note the presentation provided to F&IC on 11 March 2021 recorded the status of NSP at this point.

Personal Development

SROs of all GMPP programmes are now required to hold the Major Projects Leadership Academy (MPLA) qualification or hold equivalent qualifications and experience.

We have noted that you plan to apply for the MPLA. Once you have completed it, we encourage you to become an accredited IPA Gateway Reviewer and to lead or participate in such reviews for other Government departments, the wider public sector or other areas of the Home Office as appropriate. We suggest participation in such reviews at least once every 12-18 months to maintain your accreditation.

We would like to take this opportunity to wish you every success in your role as SRO.

Yours sincerely,

MATTHEW RYCROFT

Permanent Secretary Home Office **NICK SMALLWOOD**

Chief Executive Officer
Infrastructure and Projects Authority

I confirm that I accept the appointment including my personal accountability for delivery of the Nuclear Security Portfolio as detailed in the letter above.

Name of SRO: Shaun Hipgrave

Signature of SRO:

Date: [13/04/2020]

Annex 1 - SRO Role and Responsibilities

The Role of the Senior Responsible Owner

You are personally accountable for ensuring the ongoing delivery of the Nuclear Security Portfolio (NSP). You are responsible for securing the resources necessary for the success of NSP and for ensuring that the related implementation and transition activities realise the agreed objectives and benefits. You will be personally accountable to Parliamentary Select Committees and be expected to explain the decisions and actions you have taken. This could include where a Minister has intervened to change NSP during the implementation phase in a way which has implications for the cost and/or timeline of implementation. You will be able to disclose your advice about any such changes.

You must ensure the effectiveness of the governance, assurance and portfolio/programme management arrangements and maintain them throughout the life of NSP. You should adopt best practice and be prepared to justify any deviation from it, in line with the Government Functional Standard for Project Delivery and other guidance published by the Cabinet Office.

An SRO will:

- Be a visible, engaged and active project leader, not a figurehead;
- Deliver the agreed outcomes and benefits;
- Create an open, honest and positive culture committed to delivering at pace;
- Challenge senior officers and Ministers when appropriate and escalate quickly;
- Provide appropriate support, steer and strategic focus to the leads of the four programmes making up NSP and ensure that they have clear and current letters of appointment; and
- Have sufficient time, experience and the right skills to carry the full responsibilities of the role.

Specific SRO accountabilities:

Ensure that NSP is set up for success

- Ensure that NSP is set-up to make an unambiguous and demonstrable link to strategic policy;
- Translate this policy intent into clear deliverables which are established and agreed with senior stakeholders;
- Carry out a robust and commercially viable options appraisal, which balances risk with opportunity, as part of initial portfolio feasibility;
- Establish a firm business case for NSP during the initiation/definition phase and ensure that any planned change continues to be aligned with the business;
- Identify and secure the necessary investment for NSP's business case (this includes both budget and operational resource);
- Design and implement robust, appropriate and transparent governance for NSP; and
- Build strong and effective relationships with key stakeholders, justifying their trust and retaining their confidence, and obtain their commitment to benefits realisation.

Ensure that NSP meets its objectives and delivers the projected benefits

- Gain agreement to NSP's objectives and benefits amongst stakeholders, including ministers where appropriate;
- Ensure that NSP's anticipated impacts upon business as usual operations are informing forecasts of those operations, including workforce planning and running costs.
- Understand the broader government perspective and its impact on NSP;
- Ensure the strategic fit of NSP's objectives and benefits;

- Agree a clear and simple approach to performance management and monitor delivery of the objectives and benefits, taking appropriate action where necessary to ensure their successful delivery;
- Develop NSP's organisation structure and plan;
- Ensure that there is a coherent organisation structure and appropriately detailed plan for NSP.
- Build the right team, securing necessary resources and skills and providing clear lines of accountability; and
- Provide appropriate support, steer and strategic focus to the leaders of the four programmes within NSP.

Monitor and take control of progress

- Monitor and control the progress of NSP at a strategic level, being honest and frank about its progress, risks and issues;
- Ensure that any changes to NSP's agreed benefits are flagged appropriately within NSP's governance and that the business case is updated accordingly (throughout NSP's life-cycle);
- Ensure that the integrity of NSP is maintained and speak truth to power including to Parliamentary Select Committees; and
- Communicate effectively with senior stakeholders regarding NSP's progress and provide clear, appropriate and delivery-focused decisions and advice to programme leaders.

Ensure problem resolution and referral processes are appropriate and effective

- Identify, understand and drive the successful mitigation NSP's risks;
- Escalate serious issues quickly and with confidence to senior management and/or Ministers;
- Develop strong and effective engagement between NSP's team and its stakeholders and sponsors;
- Ensure that communication processes are effective and that NSP's objectives and deliverables continue to be consistent with the organisation's strategic direction;
- Ensure that NSP is subject to suitable assurance arrangements, including reviews at appropriate stages, and that these are captured in an Integrated Assurance and Approval Plan (IAAP) that includes commercial, technical, financial and other assurance;
- Recognise the value of robust portfolio and programme review and ensure it occurs at key points in NSP's lifecycle, particularly at the pre-initiation (feasibility) and initiation stages;
- Make certain that any recommendations or concerns from reviews are met or addressed in a timely manner; and
- In the event of a 'red' or 'amber-red' review or a 'red' or 'amber-red' quarterly GMPP review rating, ensure that the Permanent Secretary (copying in the Chief Portfolio Officer) has been made aware of the situation and has been briefed accordingly.

Manage formal closure of NSP

- Formally close NSP and ensure that the lessons learned are documented within the final evaluation report and disseminated to key stakeholders;
- Ensure that the post implementation review takes place and that the output is communicated to appropriate stakeholders;
- Ensure that arrangements for a return on investment report, including benefits realisation plans are agreed with the Portfolio and Project Delivery Directorate (PPD); and
- Ensure a plan for both long term benefits realisation and on-going sustainability is agreed with key stakeholders as part of the process of transitioning NSP to "business as usual".