



## Publication Scheme and Guide to Information Policy

### Purpose

This Publication Scheme sets out the Delivery Authority's commitment to proactively make information about the Restoration and Renewal Programme available to the public.

The Freedom of Information Act (2000) requires organizations such as ours to adopt and maintain a Publication Scheme, and we follow the Information Commissioner's Office's model publication scheme.

### Scope

Our Publication Scheme is designed to give everyone routine access to the Delivery Authority's information relating to the Restoration and Renewal Programme (the Programme). Our Guide to Information, which follows below, sets out the types of information we are committed to publishing and when we will publish it. The Programme does not routinely charge for information.

### Principles

Being publicly funded, the Delivery Authority's policy is to proactively publish as much relevant information as possible. We may not be able to publish information or data that is protected by law, which includes sensitive information, such as legal advice, commercial or security matters.

Most of the information in our Publication Scheme is on our website. . If an alternative format is required, we will do all we reasonably can to help.

The information listed in our Publication Scheme is available for re-use under the terms of the Open Government Licence unless otherwise specified. This applies to the re-use of our information, but you may still need permission to re-use information which originated with third parties.

### Review & Equality

This policy will be reviewed periodically, over the life of the Programme, and following any specific legislative, regulatory, or service requirement or a change in practice to support the improvement of this policy.

We are committed to Equality, Diversity and Inclusion (EDI) being central to our Programme and creating an inclusive environment. Our Publication Scheme is underpinned by our Values framework.

**David Goldstone**  
CEO, Delivery Authority  
January 2023



# HOUSES OF PARLIAMENT

## RESTORATION & RENEWAL

Document / Information	Availability / Timing
<b>1. Who we are and what we do</b>	
Delivery Authority postal address and general contact details	Available online and will be updated as required: <a href="https://restorationandrenewal.uk/resources/transparency/contact-details">https://restorationandrenewal.uk/resources/transparency/contact-details</a>
Delivery Authority Board member biographies	Available online and will be updated as and when Board members change: <a href="https://restorationandrenewal.uk/about-us/the-delivery-authority">https://restorationandrenewal.uk/about-us/the-delivery-authority</a>
Delivery Authority senior leadership team – biographies and responsibilities	Available online and will be updated as and when the Senior Leadership Team changes: <a href="https://restorationandrenewal.uk/about-us/the-delivery-authority">https://restorationandrenewal.uk/about-us/the-delivery-authority</a>
Background information about the Programme	Links to Parliamentary debates and reports on the R&R Programme will be provided on our website: <a href="https://www.restorationandrenewal.uk/palace">https://www.restorationandrenewal.uk/palace</a> <a href="https://restorationandrenewal.uk/resources/parliamentary-debates-and-legislation">https://restorationandrenewal.uk/resources/parliamentary-debates-and-legislation</a>
Delivery Authority Articles of Association	Available online and will be updated as required: <a href="https://www.restorationandrenewal.uk/about-us/corporate-publications">https://www.restorationandrenewal.uk/about-us/corporate-publications</a>
Organisational Structure	Available in our Governance Statement in our Annual Report & Accounts – updated each financial year: <a href="https://www.restorationandrenewal.uk/about-us/corporate-publications">https://www.restorationandrenewal.uk/about-us/corporate-publications</a>
<b>2. How we make decisions</b>	
How we are run - High-level governance overview, including how we make decisions and who does what	Available online and will be updated as required: <a href="https://restorationandrenewal.uk/about-us/governance">https://restorationandrenewal.uk/about-us/governance</a>  Available in our Governance Statement in our Annual Report & Accounts – updated each financial year: <a href="https://www.restorationandrenewal.uk/about-us/corporate-publications">https://www.restorationandrenewal.uk/about-us/corporate-publications</a>



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Delivery Authority – Board Meeting Summaries	Available online and updated after each Board meeting: <a href="https://restorationandrenewal.uk/resources/delivery-authority-board">https://restorationandrenewal.uk/resources/delivery-authority-board</a>
Delivery Authority Board Regulations and Committee Terms of Reference	Available online and updated as required: <a href="https://www.restorationandrenewal.uk/about-us/governance/rr-delivery-authority-board/board-documents">https://www.restorationandrenewal.uk/about-us/governance/rr-delivery-authority-board/board-documents</a>
Governance Statement - summary of matters discussed at the Boards & Committees	Available in our Governance Statement in our Annual Report & Accounts – updated each financial year: <a href="https://www.restorationandrenewal.uk/about-us/corporate-publications">https://www.restorationandrenewal.uk/about-us/corporate-publications</a>
Programme Delivery Agreement*	Available online and updated when changes are required: <a href="https://www.restorationandrenewal.uk/about-us/corporate-publications">https://www.restorationandrenewal.uk/about-us/corporate-publications</a>
Public consultation exercises, including a summary of the results	Will be published on our website as and when required: <a href="https://www.restorationandrenewal.uk/public-engagement">https://www.restorationandrenewal.uk/public-engagement</a>
<b>3. What we spend and how we spend it</b>	
Delivery Authority Annual Statements of Account, as certified and reported on by Comptroller and Auditor General, including remuneration and benefits for DA Board members and Executive Directors and Audit reports	Available online and published each financial year: <a href="https://www.restorationandrenewal.uk/about-us/corporate-publications">https://www.restorationandrenewal.uk/about-us/corporate-publications</a>
Procurement information: <ul style="list-style-type: none"><li>• Main contractors</li><li>• Contracts and tenders worth over £12,000 (via the Government's Contracts Finder)</li></ul>	Available on our website and/or via the Government's Contracts Finder, and will be updated as and when required:  Government Contracts Finder: <a href="https://www.gov.uk/contracts-finder">https://www.gov.uk/contracts-finder</a>



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<ul style="list-style-type: none"><li>• Size and geographical location of contractors (as per obligations in Parliamentary Buildings (Restoration and Renewal) 2019 Act)</li><li>• Contracts over £25,000</li></ul>	Our website: <a href="https://www.restorationandrenewal.uk/about-us/corporate-publications">https://www.restorationandrenewal.uk/about-us/corporate-publications</a>
Expenditure – Details of expenditure over £25,000 – including costs, supplier and transaction information	Published Quarterly <a href="https://www.restorationandrenewal.uk/about-us/corporate-publications">https://www.restorationandrenewal.uk/about-us/corporate-publications</a>
Procurement Code	Available on our website and updated as required: <a href="https://www.restorationandrenewal.uk/about-us/our-policies-and-procedures">https://www.restorationandrenewal.uk/about-us/our-policies-and-procedures</a>
Financial statements, budgets and variance reports	Available in the Programme Report and updated quarterly <a href="https://www.restorationandrenewal.uk/about-us/corporate-publications">https://www.restorationandrenewal.uk/about-us/corporate-publications</a>
Delivery Authority pay and grading ranges	Available online and updated annually <a href="https://www.restorationandrenewal.uk/about-us/our-policies-and-procedures">https://www.restorationandrenewal.uk/about-us/our-policies-and-procedures</a>
Number of Delivery Authority staff in each pay and grading range	Published in our Annual Report and Accounts and updated each financial year: <a href="https://www.restorationandrenewal.uk/about-us/our-policies-and-procedures">https://www.restorationandrenewal.uk/about-us/our-policies-and-procedures</a>
Delivery Authority pay ratio and gender pay gap	Available online in our Gender Pay Gap Report and updated annually: <a href="https://www.restorationandrenewal.uk/about-us/corporate-publications">https://www.restorationandrenewal.uk/about-us/corporate-publications</a>
Delivery Authority Board and senior staff expenses	Published Quarterly <a href="https://www.restorationandrenewal.uk/about-us/corporate-publications">https://www.restorationandrenewal.uk/about-us/corporate-publications</a>
<b>4. Our policies and procedures</b>	
Publication Scheme and Guide to Information*	Available on our website and updated when required <a href="https://www.restorationandrenewal.uk/about-us/transparency-and-freedom-information">https://www.restorationandrenewal.uk/about-us/transparency-and-freedom-information</a>



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Delivery Authority company policies & procedures	Key DA policies available on our website and updated when required: <a href="https://www.restorationandrenewal.uk/about-us/our-policies-and-procedures">https://www.restorationandrenewal.uk/about-us/our-policies-and-procedures</a>
Equality & Diversity Policies & Information	Available on our website and updated when required: <a href="https://www.restorationandrenewal.uk/about-us/corporate-publications">https://www.restorationandrenewal.uk/about-us/corporate-publications</a>
Charging Regime & Policies	The DA does not routinely charge for information and therefore does not have a Charging Regime or Charging Policy in place.
Environmental information	Available online and updated when required: <a href="https://www.restorationandrenewal.uk/sustainability-and-social-value">https://www.restorationandrenewal.uk/sustainability-and-social-value</a>
Current Programme vacancies	Vacancies are available online and will be updated as and when required: <a href="https://www.restorationandrenewal.uk/careers-rr">https://www.restorationandrenewal.uk/careers-rr</a>
<b>5. What our priorities are and how we are doing</b>	
Programme Corporate Plan	Published Annual <a href="https://www.restorationandrenewal.uk/about-us/corporate-publications">https://www.restorationandrenewal.uk/about-us/corporate-publications</a>
Programme Quarterly Reports	Quarterly Programme Reports are published by the Parliamentary Restoration & Renewal Client Team on behalf of the programme and are available on the UK Parliament Website: <a href="https://committees.parliament.uk/committee/652/restoration-and-renewal-programme-board/#:~:text=The%20R%26R%20Programme%20Board%20has%20day%20to%20day,Palace%20of%20Westminster%20to%20the%20R%26R%20Client%20Board">https://committees.parliament.uk/committee/652/restoration-and-renewal-programme-board/#:~:text=The%20R%26R%20Programme%20Board%20has%20day%20to%20day,Palace%20of%20Westminster%20to%20the%20R%26R%20Client%20Board</a>
Outcome of the Strategic Review of the Programme	<a href="https://www.restorationandrenewal.uk/news/strategic-review-published">https://www.restorationandrenewal.uk/news/strategic-review-published</a>
Delivery Authority Annual Report & Accounts – details on our objectives, priorities and progress	Available on our website and updated each financial year – <a href="https://www.restorationandrenewal.uk/about-us/corporate-publications">https://www.restorationandrenewal.uk/about-us/corporate-publications</a>
Latest News & Programme Updates	Regularly updated with news updates: <a href="https://restorationandrenewal.uk/news">https://restorationandrenewal.uk/news</a>



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## RESTORATION & RENEWAL

Proposed approach to restoration works and funding (Palace Outline Business Case)	Will be published in due course, once laid before Parliament: <a href="https://www.restorationandrenewal.uk/about-us/corporate-publications">https://www.restorationandrenewal.uk/about-us/corporate-publications</a>
<b>6. Lists and registers</b>	
Log of FOI and EIR requests and any information released, including compliance/performance data regarding these requests	Available on our website and updated when required: <a href="https://restorationandrenewal.uk/resources/freedom-of-information">https://restorationandrenewal.uk/resources/freedom-of-information</a>
List of main contractors and suppliers	Available on our website and/or via the Government's Contracts Finder, and will be updated as and when required:  Government Contracts Finder: <a href="https://www.gov.uk/contracts-finder">https://www.gov.uk/contracts-finder</a>  Our website: <a href="https://www.restorationandrenewal.uk/about-us/corporate-publications">https://www.restorationandrenewal.uk/about-us/corporate-publications</a>
Register of gifts and hospitality provided to Delivery Authority Board members, staff and contractors	Available on our website and updated quarterly: <a href="https://www.restorationandrenewal.uk/about-us/corporate-publications">https://www.restorationandrenewal.uk/about-us/corporate-publications</a>
Delivery Authority Board Register of Interests	Available on our website and updated periodically: <a href="https://www.restorationandrenewal.uk/about-us/corporate-publications">https://www.restorationandrenewal.uk/about-us/corporate-publications</a>
Any data sets which are released by the Programme in response to requests	Will be published as and when required: <a href="https://www.restorationandrenewal.uk/about-us/transparency-and-freedom-information">https://www.restorationandrenewal.uk/about-us/transparency-and-freedom-information</a>
<b>7. Services we provide</b>	
Corporate communications and media releases	Available online and will be updated as required: <a href="https://restorationandrenewal.uk/news">https://restorationandrenewal.uk/news</a>
Factsheets and brochures	Available online and will be updated as required: <a href="https://www.restorationandrenewal.uk/palace">https://www.restorationandrenewal.uk/palace</a>

- \*statutory obligation to produce
- \*\*statutory obligation to produce and publish
- \*\*\*statutory obligation to produce, publish and lay before Parliament
- \*\*\*\*statutory obligation to produce and lay before Parliament