

ADMINISTRATION COMMITTEE

Note of Discussion for the meeting held on 6 December 2021 at 4.30pm in Committee Room 6

Members present:

Sir Charles Walker (in the Chair)

John Cryer
Michael Fabricant
Colleen Fletcher
Mrs Pauline Latham

Mrs Maria Miller
Jessica Morden
Giles Watling

Apologies: Marion Fellows and Sir Greg Knight

1. Informal Note

The Committee **agreed** the Informal Note of its meeting on 29 November 2021.

Meeting on 13 December

The Committee **agreed** that it would not meet on 13 December.

2. House of Commons Commission update

The Chair provided a summary of the agenda for the next meeting of the House of Commons Commission on 13 December.

Decision

The Committee **noted** the update.

3. Attendance statistics session 2021-22

The Committee considered Members' attendance statistics for the 2021–22 session.

Decision

The Committee **agreed** the attendance statistics for the 2019–21 session for publication on its website.

4. Security Programme Works update

Oliver Dixon, Assistant Director, In-House Services and Estates, briefed the Committee on forthcoming security works.

The Chair suggested that Mr Dixon provide a further update on the future phases of the programme in conjunction with the Director of Security, who was due to appear before the Committee in the new year.

Decision

The Committee **noted** the update.

5. MacBook offer to Members

Guy Drury, Digital Service Project Manager, and Rob Sanders, Director of Live Services, Parliamentary Digital Service (PDS), briefed the Committee.

Decision

The Committee **noted** the update.

6. Any other business

Members' Services Fair update

Chris Sear, Director of the Members' Services Team, provided an update on the Members' Services Fair that took place in November.

The Chair asked if Mr Sear and his team could produce a lessons-learned paper for the Committee to consider in the new year.

Decision

The Committee **noted** the update.

The Committee will next meet on 10 January 2022 at 4.30pm