



Formal Minutes of the Finance Committee in Session 2021–22

The Formal Minutes of a select committee record its formal proceedings and decisions.

They include:

- the names of the members who attended (all or part of) each meeting of the Committee;
- declarations of members' interests;
- details of written and oral evidence reported to the House by the Committee;
- any other formal decisions taken by the committee (recorded as 'orders' or 'resolutions'), for example to begin an inquiry, to report evidence to the House, to make a visit or to appoint a specialist adviser; and
- visits made by the Committee.

When the Committee publishes a Report, the Formal Minutes relating to consideration of the draft Report are published with the Report itself, and are not included in this document. You can find these reports on the Committee's webpages.

For more information about Formal Minutes, see [Erskine May paragraph 38.26](#).

Transcripts of oral evidence taken in public by the Committee are available on the Committee's webpages.

Attendance statistics for members of the Committee are available on the Committee's webpages.

Wednesday 26 May 2021

Virtual meeting

Members present

Nick Brown, in the Chair

Felicity Buchan

Mr Clive Betts

Sir Geoffrey Clifton-Brown

Gareth Davies

Marion Fellows

David Simmonds

Mark Tami

Dame Rosie Winterton

1. Declaration of interests

Nick Brown declared his interests, in accordance with the Resolution of the House of 13 July 1992 (see Appendix).

2. Election of the Chair

Resolved, That Nick Brown take the Chair of the Committee.

Nick Brown accordingly took the Chair.

3. Parliamentary Estate Masterplan

Bev Weston, Director of Capital Investment, In-House Services and Estates, briefed the Committee.

Resolved, That the Committee note the paper.

4. Hybrid Working Trial

Patsy Richards, Decant Director, and Mandy Eddolls, Managing Director, People and Culture Team, briefed the Committee.

Resolved, That the Committee note the paper.

5. Papers to note

Resolved, That the Committee note the following papers:

- Annual Report from the Speaker's Advisory Committee on Works of Art
- Letter from the Trade Union Side
- Follow-up from R&R Sponsor Body: R&R Programme scheme options.

Adjournment

Adjourned till Tuesday 8 June 2021 at 12.30 pm.

Tuesday 8 June 2021

Virtual meeting

Members present:

Nick Brown (Chair)

Harriett Baldwin

Felicity Buchan

Mr Clive Betts

Sir Geoffrey Clifton-Brown

Gareth Davies

Marion Fellows

David Simmonds

Mark Tami

1. Parliamentary Switchboard

James Turner, Director of Customer Experience & Service Delivery; David Newsome, Customer Director; and Sean House, Head of Transformation, In-House Services & Estates, briefed the Committee.

Resolved, That the Committee note the improvements made to both supplier-side and Parliament-side service quality assurance.

2. Parliamentary Digital Service and Transforming Digital Programme: annual update

David Smith, Managing Director, Parliamentary Digital Service, Tracey Jessup, Chief Digital and Information Officer and SRO of the Transforming Digital Programme, Gbenga Samuel, Senior Finance Business Partner, and Tim Youngs, Director of Resources, briefed the Committee.

Resolved, That the Committee note the paper.

3. Financial Monitoring Report – Q4 2020–21

Mostaque Ahmed, Managing Director, Finance, Portfolio and Performance, and Martina Hunter, Head of Financial Planning and Analysis, briefed the Committee.

Resolved, That the Committee note the financial position on the Administration Resource and Capital budgets as at 31 March 2021.

4. Procurement and contract management quarterly update

Richard Blake, Director of the Parliamentary Procurement and Commercial Service, briefed the Committee.

Resolved, That the Committee note the paper.

5. Paper to note

Resolved, That the Committee note the following paper:

- 2021 Pay Award Summary.

Adjournment

Adjourned till Tuesday 6 July 2021 at 12.30 pm.

Tuesday 6 July 2021

Virtual meeting

Members present

Nick Brown (Chair)

Harriett Baldwin

Felicity Buchan
Mr Clive Betts
Gareth Davies
Marion Fellows
David Simmonds
Mark Tami
Dame Rosie Winterton

1. Restoration and Renewal: Palace of Westminster design assumptions

Lucy Owen, Chief of Staff, Clementine Brown, Head of Parliamentary Engagement, and John Thursfield, Engagement Strategy Manager, R&R Sponsor Body, briefed the Committee.

The Committee considered the matter.

2. Parliamentary Estate Masterplan

Beverley Weston, Director of Capital Investment, In-House Services and Estates, and Daniel Walder, Associate Architect, briefed the Committee.

Resolved, That the Committee:

- (1) Provide feedback on the Masterplan Recommendations; and
- (2) Endorse the direction of travel for the Masterplan.

3. House of Commons Off Estate Portfolio

Patsy Richards, Decant Director, People and Culture Team, and Paul McCarthy, Head of Property Portfolio, briefed the Committee.

Resolved, That the Committee note the paper.

4. Financial planning and financial remit for 2022–23 onwards

Mostaque Ahmed, Finance Director, briefed the Committee.

Resolved, That the Committee make the following recommendations to the Commission:

- a. The focus of the next Medium-Term Financial Plan should be on 2022–23 with indicative figures provided for the subsequent three years;
- b. For the financial remit, the starting position would be to roll forward cash budgets on the basis of no overall real terms increase across the resource element of the Administration Estimate. This would mean areas of growth would need to be offset by savings and efficiencies, unless specifically agreed by the Commission; and
- c. The capital element of the Administration Estimate would factor in the investment plans agreed by the Commission in February 2021 for the Commons Estate Portfolio (formerly Northern Estate Programme) and the latest assessment of investment needs for the estate ahead of Restoration and Renewal.

Adjournment

Adjourned till Tuesday 20 July 2021 at 12.30 pm.

Tuesday 20 July 2021

Virtual meeting

Members present

Nick Brown (Chair)

Felicity Buchan

Mr Clive Betts

Gareth Davies

Marion Fellows

David Simmonds

Mark Tami

Dame Rosie Winterton

1. Chamber and Participation Team: Financial Position and Forward Look

Sarah Davies, Clerk Assistant and Managing Director of the Chamber and Participation Team, briefed the Committee.

Resolved, That the Committee note the paper.

2. Financial Monitoring Report – June 2021

Martina Hunter, Head of Financial Planning and Analysis, and Mostaque Ahmed, Finance Director, briefed the Committee.

Resolved, That the Committee note the financial position on the Administration Resource and Capital budgets as at the end of June.

3. Portfolio Performance Report

Gavin Woods, Director, Enterprise Portfolio Management Office (EPMO), Selena Neville, Senior Portfolio Manager, EPMO, and Catherine Hallett, Director, In-House Services and Estates Portfolio Management Office, briefed the Committee.

Resolved, That the Committee note the report.

Adjournment

Adjourned till Tuesday 21 September 2021 at 12.30 pm.

Tuesday 21 September 2021

Members present

Nick Brown (Chair)

Harriett Baldwin

Mr Clive Betts

Sir Geoffrey Clifton-Brown

Marion Fellows

David Simmonds

1. Options for tours of the Palace of Westminster and Elizabeth Tower

Abigail Fox-Smith, Director of Visitor Experience, and Matthew Morgan, Commercial Visits Business Manager, Chamber and Participation Team, briefed the Committee.

Resolved, That the Committee agree its advice to the Commission.

2. Quarterly Performance Report for Q1 2021–22

Jane Hough, Head of Business Planning and Performance, Finance, Portfolio & Performance, and Mostaque Ahmed, Finance Director, briefed the Committee.

Resolved, That the Committee note the Quarterly Performance Report for Q1.

3. Financial Monitoring Report – August 2021

Martina Hunter, Head of Financial Planning and Analysis, and Mostaque Ahmed, Finance Director, briefed the Committee.

Resolved, That the Committee note the financial position on the Administration Resource and Capital budgets as at the end of August.

Adjournment

Adjourned till Tuesday 19 October 2021 at 12.30 pm.

Tuesday 19 October 2021

Members present

Nick Brown (Chair)

Harriett Baldwin

Mr Clive Betts

Sir Geoffrey Clifton-Brown

Gareth Davies

Marion Fellows

David Simmonds

Mark Tami

Dame Rosie Winterton

1. Archives Relocation Programme update

Patrick Vollmer, Senior Responsible Owner for the Archives Relocation Programme, Alexandra Smith, Programme Delivery Manager, and Claire Arlington, Head of Finance Business Partnering, House of Lords Finance, briefed the Committee.

Resolved, That the Committee agree its advice to the Commission.

2. UK-EP Partnership Parliamentary Assembly

Lynn Gardner, Head of the Interparliamentary Relations Office, briefed the Committee.

Resolved, That the Committee note progress on establishing the UK-EP Parliamentary Partnership Assembly and the proposed arrangements for staff support, and:

- Endorse the adding of the PPA to the list of official parliamentary delegations for the purposes of section 8 of the Guide to Financial Support for Members;
- Endorse funding for the purpose of supporting the UK delegation to the PPA; and
- Confirm that it would expect a similar process to be followed for any proposed new formal inter-parliamentary delegation or similar body.

3. Financial Monitoring Report – Q2

Martina Hunter, Head of Financial Planning and Analysis, and Mostaque Ahmed, Finance Director, briefed the Committee.

Resolved, That the Committee note the Financial Monitoring Report for Q2.

Adjournment

Adjourned till Tuesday 2 November 2021 at 12.30 pm.

Tuesday 2 November 2021

Members present

Nick Brown (Chair)

Harriett Baldwin

Mr Clive Betts

Sir Geoffrey Clifton-Brown

Gareth Davies

Marion Fellows

David Simmonds

Mark Tami

Dame Rosie Winterton

1. Parliamentary Security Department update

Alison Giles, Director of Security for Parliament, and Elaine Thain, Business Management Director, PSD, briefed the Committee.

Resolved, That the Committee note the paper.

2. Independent review into financial management

Marianne Cwynarski, Director General (Operations), and Mostaque Ahmed, Managing Director of Finance, Portfolio and Performance, briefed the Committee.

Resolved, That the Committee endorse the formation of an independent review into financial management.

3. Medium Term Financial Plan 2022–26

Mostaque Ahmed, Finance Director, and Martina Hunter, Head of Financial Planning and Analysis, briefed the Committee.

Resolved, That the Committee:

- Note that the initial draft resource cash budget for 2022–23 looked affordable against the remit agreed by the Commission of a 2% maximum increase, but that the MTFP was at an early stage and was subject to some updates arising from recent challenge meetings with teams and further assessment of the costing of risks and opportunities for the year ahead;
- Note that it would be provided with advice on fees and charges at a second meeting in November;
- Agree that the 1.25% employer National Insurance increase (for health and social care) should be treated as an exceptional adjustment to the baseline, consistent with how HM Treasury have treated this liability for government departments in the Autumn Budget and Spending Review; and
- Provide feedback on the overall shape of the draft budget proposals and on further details that it would like to see for the final version in December.

4. Grants to Inter-Parliamentary Groups, the History of Parliament Trust and the Association of Former Members

Malin Eliasson, Director of Financial Management & Performance, briefed the Committee.

The Committee considered the matter.

Resolved, That the Committee:

- Agree its advice to the Commission on an additional funding request for CPA UK;
- Agree to recommend to the Commission that the grant to the History of Parliament Trust remains flat for 2022–23 (the final year of the three-year agreement); and
- Agree to recommend to the Commission that the grants to the Association of Former Members, British Youth Council and Working for an MP are increased by a maximum of 2% for 2022–23.

Adjournment

Adjourned till Tuesday 23 November 2021 at 12.30 pm.

Tuesday 23 November 2021

Members present

Nick Brown (Chair)

Harriett Baldwin

Mr Clive Betts

Sir Geoffrey Clifton-Brown

Marion Fellows

David Simmonds

Mark Tami

1. Update from In House Services and Estates (IHSE), including Norman Shaw North Project Update and Portfolio Performance Report

Isabel Coman, Managing Director, In-House Services and Estates, Gavin Woods, Director, Enterprise Portfolio Management Office (EPMO), and Catherine Hallett, Director, In-House Services and Estates Portfolio Management Office, briefed the Committee.

Resolved, That the Committee note the update on the Norman Shaw North Project and the November Portfolio Performance Report.

2. Stationery Budget

James Turner, Director Customer Experience and Service Delivery, briefed the Committee.

Resolved, That the Committee agree to recommend to the Commission an increase to the House of Commons bespoke stationery budget from £9,000 per Member per year to £11,000.

3. Fees and charges for 2022–23

Malin Eliasson, Director of Financial Management & Performance and Richard Tapner-Evans, Director of Catering, In-House Services and Estates, briefed the Committee.

Resolved, That the Committee re-confirm the Fees and Charges Policy.

Resolved, That the Committee agree its advice to the Commission on the proposed changes to the schedule of fees and charges for 2022–23 in respect of:

a. Commercial Tours

- A recommended increase in prices for Tours, noting that fees for tours of Elizabeth Tower have been put to the Committee for separate consideration.

b. Catering

- A recommended pricing option; and
- A recommended position on Silver Pricing.

c. Broadcasting

- To retain charges at the same level, but to cease charging for access to live coverage of Select Committee meetings.

d. Other charges, to retain as per the current rate cards.

4. Grants to the Interparliamentary Groups follow-up

Malin Eliasson, Director of Financial Management & Performance, briefed the Committee.

Resolved, That the Committee agree to recommend to the Commission that a 2% uplift can be applied to grants to the Interparliamentary Groups for 2022–23, subject to reserves being monitored in line with the financial memorandum.

5. Papers to note

Resolved, That the Committee note the following paper:

- Financial Monitoring Report – October 2021.

Adjournment

Adjourned till Tuesday 7 December 2021 at 12.30 pm.

Tuesday 7 December 2021

Members present

Nick Brown (Chair)

Harriett Baldwin

Mr Clive Betts

Felicity Buchan

Sir Geoffrey Clifton-Brown

Dame Eleanor Laing

David Simmonds

Mark Tami

Dame Rosie Winterton

1. Update on the Streetscape project

Alison Giles, Director of Security for Parliament, and Will Norman, Walking & Cycling Commissioner, Transport for London, briefed the Committee.

Resolved, That the Committee seek further information on the likely future contributions by stakeholders, the integration with R&R, and the position of the Government on the scheme.

2. Update on the House of Commons Off-estate property portfolio

Paul McCarthy, Head of Property Portfolio, In House Services and Estates (IHSE), briefed the Committee.

Resolved, That the Committee note the paper.

3. Supplementary Estimate

Mostaque Ahmed, Managing Director of Finance, Portfolio and Performance, Malin Eliasson, Director of Financial Management & Performance, and Martina Hunter, Head of Financial Planning and Analysis, briefed the Committee.

Resolved, That the Committee agree its advice to the Commission on the proposed Supplementary Estimate as follows:

For the House of Commons: Administration:

- a. a reduction in the capital and net cash requirement by £31m, primarily driven by a reduction in IHSE projects of £29m; and
- b. an increase in the non-cash resource of up to £96.1m largely to give cover for a potential onerous lease accounting adjustment and for other accounting adjustments related to the Parliamentary Estate.

4. Medium Term Financial Plan and Medium Term Investment Plan

Mostaque Ahmed, Managing Director of Finance, Portfolio and Performance, Malin Eliasson, Director of Financial Management & Performance, and Martina Hunter, Head of Financial Planning and Analysis, briefed the Committee.

Resolved, That the Committee considered the MTFP and agree its recommendations to the Commission to set:

1. The 2022–23 Administration Estimate as follows:
 - a. A capital budget of £176.7m, which represents a 3% reduction compared to 2021–22.
 - b. A cash resource budget of £317.8m which, after allowing for the 1.25% increase to the Employers' National Insurance Contribution as a baseline

adjustment and treating the Parliament Square Streetscape bid of £2.1m outside of the remit, reflects a 2.4% increase in nominal terms compared to 2021–22.

c. A non-cash resource budget of £58.1m, which represents a reduction of 25% compared to 2021–22.

2. The 2022–23 Members Estimate of £17,915k resource, of which £20k is non-cash.

5. Finance Committee Session 2021–22 attendance statistics

Resolved, That the Committee publish the attendance statistics on its website.

Adjournment

Adjourned till Tuesday 18 January 2022 at 12.30 pm.

Tuesday 18 January 2022

Members present

Nick Brown (Chair)

Harriett Baldwin

Mr Clive Betts

Sir Geoffrey Clifton-Brown

Gareth Davies

Marion Fellows

Dame Eleanor Laing

David Simmonds

Mark Tami

Dame Rosie Winterton

1. Update on Victoria Tower

Jake Vaughan, Reading Clerk, House of Lords and Victoria Tower Executive Sponsor, Isabel Coman, Managing Director, In House Services and Estates, and Bev Weston, Director of Capital Investment, In House Services and Estates, briefed the Committee.

Resolved, That the Committee note the update, support the approach planned and request further information on the wrapping of the Tower during works.

2. New House Service Strategy

Matthew Hamlyn, Strategic Director, Chamber Business Team and Chair, Strategy Steering Group, and Emily Baldock, Director of Strategy and Business Planning, briefed the Committee.

Resolved, That the Committee note the development of the strategy.

3. PDS Update

Tim Youngs, Director of Resources, Digital Service, and Tracey Jessup, Chief Digital and Information Officer, briefed the Committee.

Resolved, That the Committee note the update.

4. Papers to note

Resolved, That the Committee note the following papers:

- Update from Commission and forward plan
- Update on Streetscape.

Adjournment

Adjourned till Tuesday 1 February 2022 at 12.30 pm.

Tuesday 1 February 2022

Members present

Nick Brown (Chair)

Harriett Baldwin

Mr Clive Betts

Felicity Buchan

Sir Geoffrey Clifton-Brown

Gareth Davies

Marion Fellows

Dame Eleanor Laing

David Simmonds

Mark Tami

Dame Rosie Winterton

1. Masterplan presentation

Bev Weston, Director of Capital Investment, Strategic Estates, Joanne Merry, Design Manager, Strategic Estates (Northern Estate Programme), Daniel Walder, Architect Associate, Building Design Partnership (BDP) Ltd, and Jennifer Riordan, Engagement Project Manager, In-House Services and Estates, briefed the Committee.

Resolved, That the Committee note the update.

2. Accounting Officer Delegation: Proposal to introduce framework threshold for internal delegation

Alex Mills, Head of Finance Transformation, and Mostaque Ahmed, Managing Director of Finance, briefed the Committee.

Resolved, That the Committee recommend to the Commission that it adopt the proposed framework threshold for internal delegation.

3. Financial Monitoring Report – Q3 and Quarterly performance report: Business Plan Update for Q3

Mostaque Ahmed, Managing Director of Finance, Malin Eliasson, Director of Financial Management & Performance, and Martina Hunter, Head of Financial Planning and Analysis, briefed the Committee.

Resolved, That the Committee note the updates.

Adjournment

Adjourned till Tuesday 15 March 2022 at 12.30 pm.

Tuesday 15 March 2022

Members present

Nick Brown (Chair)

Harriett Baldwin

Mr Clive Betts

Sir Geoffrey Clifton-Brown

Marion Fellows

David Simmonds

Mark Tami
Dame Rosie Winterton

1. Pay Remit for 2022/23

Mandy Eddolls, Managing Director of People and Culture, and Reg Perry, Director of Employee Engagement, People and Culture, briefed the Committee.

Resolved, That the Committee recommend to the Commission an overall pay remit value for 2022/23.

2. Risk - Finance deep-dive and the Risk Working Group's forward plan

John Owen, Director of Strategic Business Resilience, and Mary Savvides, Corporate Risk Management Facilitator, briefed the Committee.

Resolved, That the Committee note the developments on risk management and the issues highlighted in the finance risk deep-dive.

3. Team budget deep dives and forward plan

Ed Potton, Clerk of Domestic Committees, briefed the Committee.

Resolved, That the Committee note the update and endorse the approach.

4. Papers to note

Resolved, That the Committee note the following papers:

- Financial Monitoring Report – January 2022, 2021/22.

5. Other Business

Resolved, That the Committee note developments on R&R.

Adjournment

Adjourned till Tuesday 26 April 2022 at 12.30 pm.

Tuesday 26 April 2022

Members present

Nick Brown (Chair)

Harriett Baldwin

Mr Clive Betts

Sir Geoffrey Clifton-Brown

Gareth Davies

Marion Fellows

David Simmonds

Mark Tami

Dame Rosie Winterton

1. House Service strategy and draft corporate business plan

Matthew Hamlyn, Strategic Director, Chamber Business Team and Chair, Strategy Steering Group, and Emily Baldock, Director of Strategy and Business Planning, briefed the Committee.

Resolved, That the Committee support the approach of the draft strategy and recommend approval of the corporate plan.

2. R&R Update

Matthew Hamlyn, Strategic Director, Chamber Business Team, and Charlotte Simmonds, Restoration & Renewal Director, briefed the Committee.

Resolved, That the Committee note developments on R&R.

3. Catering strategy and finance update

Richard Tapner-Evans, Director of Catering, briefed the Committee.

Resolved, That the Committee note the catering strategy 2022 to 2027 and the current cost of catering.

4. Victoria Tower: wrapping

Resolved, That the Committee did not recommend plastic wrapping should be considered for Victoria Tower.

5. Papers to note

Resolved, That the Committee note the following papers:

- Financial Monitoring Report – February 2022, 2021/22.

Adjournment

Adjourned till Tuesday 17 May 2022 at 12.30 pm.

Appendix: Declarations of interest by members of the Committee

Mr Nicholas Brown (Newcastle upon Tyne East) (as at 17 May 2021)

Since October 2012, a Non-Executive Director of Mariinsky Theatre Trust.
(Registered 04 July 2017)

Since January 2011, a trustee of the Biscuit Factory Foundation. (Registered 04 July 2017)