

ADMINISTRATION COMMITTEE

Note of Discussion for the meeting held on Monday 25 April 2022 at 4.30pm in Committee Room 6

Members present:

Sir Charles Walker (in the Chair)

John Cryer
Michael Fabricant
Marion Fellows

Mrs Maria Miller
Jessica Morden

Apologies: Colleen Fletcher, Pauline Latham and Giles Watling

1. Informal Note

The Committee **agreed** the informal note of the meeting on 28 March 2022.

Matters arising

Committee meeting on 16 May

The Committee **agreed** that in the absence of the Chair Mrs Maria Miller would chair the meeting on 16 May.

2. Chair's announcements

The Chair reported on the following:

Meeting of the House of Commons Commission

The House of Commons Commission had held a joint meeting with the Commons Executive Board earlier that day to consider the draft Strategy for the House Service. Though no final decision had been taken, there had been an interesting discussion and a sense that development of the new Strategy was heading in the right direction.

Calorie counting on menus

There would be a trial of calorie counting on menus until May, after which the Committee would receive a progress update and be consulted on future proposals.

3. New House Service Strategy

Emily Baldock, Director of Strategy and Business Planning, provided an update on work to develop a new strategy for the House Service:

Decision

The Committee **considered** and **commented** on the new House Service Strategy.

4. Draft Corporate Business Plan 2022/23

Emily Baldock, Director of Strategy and Business Planning, presented the draft Corporate Business Plan for 2022/23. The new Plan was a transitional one that looked forward to the next

House Service Strategy and aimed at a high level to reflect the objectives of teams across the House. The involvement of the Domestic Committees was welcomed.

The Chair was very supportive of the new Business Plan. He asked how the aspirations set out in the document would be measured and noted that it would be helpful if the Committee could be involved in the benchmarking process and informed when objectives had been achieved, though it would first need to discuss its involvement and how best to proceed. Ms Baldock said that the House Service currently provided quarterly progress reports to the Commission and Finance Committee, and that this could also be arranged for the Administration Committee.

Decision

The Committee **endorsed** the draft Corporate Business Plan.

The Committee adjourned.