



House of Commons

Administration Committee

Formal Minutes of the Committee

Session 2019–21

The Administration Committee

The Administration Committee is appointed to consider the services provided for Members, their staff and visitors by the House of Commons Service and makes recommendations to the House of Commons Commission, the Speaker and Officials on how those services are delivered.

Current membership

Sir Charles Walker MP (Chair, Conservative, Broxbourne)
John Cryer MP (Labour, Leyton and Wanstead)
Michael Fabricant MP (Conservative, Lichfield)
Marion Fellows MP (Scottish National Party, Motherwell and Wishaw)
Colleen Fletcher MP (Labour, Coventry North East)
Rt Hon Sir Greg Knight MP (Conservative, East Yorkshire)
Mrs Pauline Latham MP (Conservative, Mid Derbyshire)
Rt Hon Maria Miller MP (Conservative, Basingstoke)
Jessica Morden MP (Conservative, Mitcham and Morden)
Rt Hon Mark Tami MP (Labour, Alyn and Deeside)
Giles Watling MP (Conservative, Clacton)

Powers

The powers of the Committee are set out in House of Commons S.O. No. 139 (Standing Orders). These are available on the Internet via www.parliament.uk.

Publication

The Reports and evidence of the Committee are published by Order of the House. All publications of the Committee (including press notices) are on the Internet at <https://committees.parliament.uk/committee/2/>.

Committee staff

The current staff of the Committee are Alison Groves (Clerk), Sean Harris (Committee Operations Manager) and Alasdair Rendall (Media Officer).

Contacts

All correspondence should be addressed to the Clerk of the Administration Committee, House of Commons, London SW1A 0AA. The telephone number for general enquiries is 020 7219 4151; the Committee's email address is ac@parliament.uk.

Formal Minutes of the Administration Committee, Session 2019–21

Wednesday 18 March 2020

Members present:
Mrs Maria Miller, in the Chair

John Cryer
Michael Fabricant

Mark Tami

1. Declaration of interests

Members declared their interests in accordance with the Resolution of the House of 13 July 1992 (see Appendix).

2. Election of Chair

Sir Charles Walker, *in absentia*, was called to the Chair.

Resolved, That Sir Charles Walker be the Chair of the Committee and that in his absence Mrs Maria Miller take the Chair at this day's sitting.—(*Mark Tami*.)

3. Matters delegated to the Chair's discretion

Resolved, That the Committee delegate to the Chair the power to schedule meetings, determine the agenda and respond to press queries on behalf of the Committee.

Resolved, That the Committee delegate the following approvals specific to its remit to the Chair:

- to approve music, film and photography requests;
- to approve income generation requests if required; and
- to handle other extraordinary requests related to the use of facilities.

4. House Service response to Covid-19 outbreak

Marianne Cwynarski, Head of the Governance Office, John Owen, Programme Manager, Governance Office, and James Turner, Director of Customer Service and Service Delivery, In-House Services and Strategic Estates, briefed the Committee.

Resolved, That the Committee note the update.

5. Members' Library services: Covid-19

The Committee considered this matter.

Resolved, That the Committee note the update on changes to the provision of Members' Library services owing to the availability of staff working on the Estate during the current outbreak.

[Adjourned until Monday 27 April at 4.30pm]

Monday 27 April 2020

Virtual meeting

Members present:

Sir Charles Walker, in the Chair

Michael Fabricant
Marion Fellows
Collen Fletcher
Sir Greg Knight

Mrs Pauline Latham
Mrs Maria Miller
Jessica Morden
Giles Watling

1. Declaration of interests

Members, who were not present at the Committee's first meeting, declared their interests in accordance with the Resolution of the House of 13 July 1992 (see Appendix).

2. Introductory session with the Clerk of the House and the Director General of the House of Commons

Dr John Benger, Clerk of the House of Commons, and Ian Ailles, Director General of the House of Commons, briefed the Committee.

Resolved, That the Committee note the update.

[Adjourned until Monday 4 May at 4.30pm]

Monday 4 May 2020

Virtual meeting

Members present:
Sir Charles Walker, in the Chair

Michael Fabricant	Mrs Maria Miller
Marion Fellows	Mark Tami
Sir Greg Knight	Giles Watling
Mrs Pauline Latham	

1. Restoration and Renewal Sponsor Body consultation strategy

John Thursfield, Engagement Strategy Manager, R&R Sponsor Body, briefed the Committee.

Resolved, That the Committee note the Sponsor Body's Member Consultation Strategy.

2. Working Practices of the Committee: Administrative

The Committee considered this matter.

Resolved, That the Committee:

- note the information in the paper;
- agree to continue the practice of publishing brief unattributed informal notes of the discussions of its meetings on the Committee's website; and
- agree that when necessary the Chair would nominate a Member of the Committee to take the Chair in his absence.

3. Work, role and remit of the Committee

The Committee considered this matter.

Resolved, That the Committee agree its remit for the 2019 Parliament to be proposed to the House of Commons Commission at its next meeting.

4. Member Communications and the Committee

The Committee considered this matter.

Resolved, That the Committee note The Fortnight publication for Members.

[Adjourned until Monday 11 May at 4.30pm]

Monday 11 May 2020

Virtual meeting

Members present:
Sir Charles Walker, in the Chair

Michael Fabricant	Mrs Maria Miller
Marion Fellows	Jessica Morden
Colleen Fletcher	Mark Tami
Sir Greg Knight	Giles Watling
Mrs Pauline Latham	

1. Parliamentary Digital Service update

Tracey Jessup, Director, and David Smith, Deputy Director, Parliamentary Digital Service, briefed the Committee.

Resolved, That the Committee note the update on the Parliamentary Digital Service.

2. The Members' Services Team and User Group

Lee Bridges, Director, Members' Services Team, briefed the Committee.

Resolved, That the Committee:

- note the update from the Members' Services Team; and
- nominate Sir Charles Walker to Chair the Members' Services User Group.

3. Nominations to boards and groups

The Committee considered this matter.

Resolved, That the Committee:

- nominate Sir Charles Walker to the Parliamentary Fire Safety Committee; and
- nominate Marion Fellows to Chair the Travel Office Consumer Panel, and Michael Fabricant as an attendee.

[Adjourned until Monday 18 May at 4.30pm]

Monday 18 May 2020

Virtual meeting

Members present:

Sir Charles Walker, in the Chair

Michael Fabricant
Marion Fellows
Sir Greg Knight
Mrs Pauline Latham

Mrs Maria Miller
Jessica Morden
Giles Watling

Harriett Baldwin also attended under the provisions of paragraph (1)(e) of Standing Order No 137A (*Select committees: power to work with other committees*).

1. Banqueting and events during the COVID-19 pandemic

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

Resolved, That the Committee endorse the position that banqueting and events remain closed until the end of August.

2. Proposed changes to Parliamentary passes

Ugbana Oyet, Serjeant at Arms, and Andy Martin, Head of Access and Services, briefed the Committee [Harriett Baldwin, Chair of the British Group Inter-Parliamentary Union, also attended for this item].

Resolved, That the Committee:

- A. Agree not to introduce a new pass category for staff of interparliamentary groups;
- B. Note the introduction of a new pass category for the R&R Sponsor Body and Delivery Authority;
- C. Agree to the extension in the Commons of the spouse/partner pass to include other family members in appropriate circumstances;
- D. Accepting that it was a decision made by the previous Committee, confirm the principle whereby a spouse who is employed by a Member should be in receipt of an employee pass in order to work on the Estate.;
- E. Agree that the qualification period for a former Member's pass should remain at least one full Parliamentary term;
- F. Agree the introduction of a new category of pass for lay members;
- G. Note the introduction of passes for fixed-term contractors, and passes for embedded contractors;

H. Endorse the continuation of existing arrangements relating to staff working for APPGs, and note that the rules relating to those staff are strictly enforced;

I. Agree to consider at a future date whether to introduce a new pass colour for staff of political parties, including the distribution of passes amongst those groups;

J. Confirm existing arrangements for UK representatives of Overseas Territories; and that there was no requirement for UK representatives to receive security passes or greater access to the Estate.

3. Derby Gate Pass Issuing Office interim move

John Cryer, Director, Northern Estate Programme, Dominic Bransden, Head of Accommodation, In-House Services, and Laura Fox, Head of Personnel Security, Parliamentary Security Department, briefed the Committee.

Resolved, That the Committee:

- agree to the interim move of the Derby Gate Pass Office, subsequent to the refurbishment of two photocopier rooms, and the provision of a new meeting room; and
- note that a further meeting room would become available once the refurbishment of that building had been completed.

[Adjourned until Monday 8 June at 4.30pm]

Monday 8 June 2020

Virtual meeting

Members present:

Sir Charles Walker, in the Chair

Michael Fabricant
Marion Fellows
Colleen Fletcher

Mrs Pauline Latham
Mrs Maria Miller
Giles Watling

1. Session with the Clerk of the House and the Director General of the House of Commons

Dr John Benger, Clerk of the House, and Ian Ailles, Director General, House of Commons, briefed the Committee.

Resolved, That the Committee note the update.

2. Corporate Business Plan outturn 2019/20

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

Resolved, That the Committee note the update.

[Adjourned until Monday 15 June at 4.30pm]

Monday 15 June 2020

Virtual meeting

Members present:

Sir Charles Walker, in the Chair

Michael Fabricant
Colleen Fletcher
Sir Greg Knight
Mrs Pauline Latham

Mrs Maria Miller
Jessica Morden
Mark Tami
Giles Watling

1. Strategic Estates and In-House Services: quarterly overview

Isabel Coman, Managing Director, In-House Services and Estates, briefed the Committee.

Resolved, That the Committee note the update and the anticipated impacts on Members, particularly:

- (1) that once projects were up and running, traffic would increase on the Northern Estate;
- (2) night testing of fire alarms in the Palace for the Fire Safety Programme would be ongoing throughout 2020;
- (3) Summer Recess installation works were planned for the Fire Safety Programme; works would not be as intrusive as previous years; and
- (4) scaffolding would be coming down from Westminster Hall over the Summer.

2. Draft forward programme

The Committee considered this matter.

Resolved, That the Committee agree to hold a separate meeting or 'away day' in the Autumn to discuss its strategy.

3. Wi-fi and mobile phone connectivity

The Committee considered this matter.

[Adjourned until Monday 22 June at 4.30pm]

Monday 22 June 2020

Virtual meeting

Members present:

Sir Charles Walker, in the Chair

Michael Fabricant

Marion Fellows

Colleen Fletcher

Sir Greg Knight

Mrs Pauline Latham

Mrs Maria Miller

Jessica Morden

Giles Watling

1. Essentials training for Members

Lee Bridges, Director of Members' Services, HR and Diversity, and John Bradbury, Fire Safety Manager, In-House Services, briefed the Committee.

Resolved, That the Committee note the update.

2. Access to sanitary products

Sarah Davies, Clerk Assistant and Managing Director, Chamber and Committees Team, and James Turner, Director of Customer Experience and Service Delivery, In-House Services, briefed the Committee.

Resolved, That the Committee approve the trial of the initiative and note that it would receive an update in the autumn.

[Adjourned until Monday 29 June at 4.30pm]

Monday 29 June 2020

Virtual meeting

Members present:
Sir Charles Walker, in the Chair

Michael Fabricant
Marion Fellows
Sir Greg Knight
Mrs Pauline Latham

Mrs Maria Miller
Mark Tami
Giles Watling

1. Session with the Chairs of the Press Gallery and Lobby

Pippa Crerar, Press Gallery Chair, Jason Groves, Lobby Chair, and Elizabeth Johnson, Press Gallery Administrator, briefed the Committee.

Resolved, That the Committee:

- note the update; and
- agree to review the rules on filming so that the Press would be permitted to film interviews in their own private offices for journalistic purposes.

2. House Service Strategy 2019-25 and the Draft Corporate Business Plan 2020-21

Ian Ailles, Director General of the House of Commons, Mostaque Ahmed, Managing Director, Malin Eliasson, Director of Corporate Finance and Performance, and Jane Hough, Head of Business Planning & Performance, Finance Portfolio and Performance, briefed the Committee.

Resolved, That the Committee endorsed the strategic metrics proposed in Annex A of the paper and the draft corporate business plan shown in Annex B of the paper.

3. COVID-19 Catering Services update

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

Resolved, That the Committee endorse the proposals.

[Adjourned until Monday 6 July at 4.30pm]

Monday 6 July 2020

Virtual meeting

Members present:
Sir Charles Walker, in the Chair

Michael Fabricant	Jessica Morden
Marion Fellows	Mark Tami
Sir Greg Knight	Giles Watling
Mrs Pauline Latham	

1. Travel Office Consumer Panel

Marion Fellows, Chair of the Travel Office Consumer Panel, briefed the Committee.

Resolved, That the Committee note the update.

2. Proposed change to the Northern Estate Programme

Ian Ailles, Director General of the House of Commons, briefed the Committee.

The Committee considered this matter.

3. Members' accommodation in Richmond House

Ian Ailles, Director General of the House of Commons, Dominic Bransden, Head of Accommodation, and Patsy Richards, Decant Director, In-House Services and Strategic Estates, briefed the Committee.

The Committee considered this matter.

4. Resumption of banqueting and paid-for tours

Richard Tapner-Evans, Director of Catering, In-House Services and Strategic Estates, and Edge Watchorn, Managing Director, Participation, briefed the Committee.

The Committee considered this matter.

5. Derogation request

The Committee considered this matter.

Resolved, That the Committee agree:

- the Industry and Parliament Trust's request to host its annual Cycle Challenge in the Atrium of Portcullis House in November; and
- to delegate similar future requests for decision by the Chair.

[Adjourned until Monday 13 July at 4.30pm]

Monday 13 July 2020

Virtual meeting

Members present:

Sir Charles Walker, in the Chair

Michael Fabricant
Marion Fellows
Sir Greg Knight

Mrs Maria Miller
Jessica Morden

1. Customer service and Member engagement

Marion Fellows, Chair of the Travel Office Consumer Panel, briefed the Committee.

Resolved, That the Committee note the update.

2. Update to rules on broadcasting and filming

Alasdair Rendall, Head of Broadcaster and Press Gallery Relations, Commons Communications Office, briefed the Committee.

Resolved, That the Committee agree:

- (1) to allow the additional filming points to be made available in the same way as the existing filming points, subject to the usual filming rules;
- (2) to allow the filming points – with the exception of Central Lobby – to be made available to all passholding news outlets, subject to the usual filming rules;
- (3) to allow in-House digital content teams to use the filming points when not in use, for the production of material to explain the work and business of the House, its Members and its staff;
- (4) to allow commercial radio broadcasters parity of access to the radio points in Central Lobby, subject to the usual broadcasting rules; and
- (5) to allow, on a trial basis, passholding journalists to film in their offices using mobile phones or small-scale camera equipment, and subject to the usual filming rules.

3. Press Gallery and Lobby facilities

Alasdair Rendall, Head of Broadcaster and Press Gallery Relations, Commons Communications Office, briefed the Committee.

Resolved, That the Committee:

- note the list and the work already underway;
- agree that the Chair would write to the Managing Director of In-House Services and Strategic Estates to remind her of the list of actions and priorities for the summer recess; and
- agree to revisit the list in the autumn with further updates on progress.

4. Charging points for electric vehicles

The Committee considered this matter.

5. Change to VAT

Isabel Coman, Managing Director, In-House Services and Strategic Estates, briefed the Committee.

Resolved, That the Committee note the update.

[Adjourned until Monday 20 July at 4.30pm]

Monday 20 July 2020

Virtual meeting

Members present:
Sir Charles Walker, in the Chair

Michael Fabricant
Marion Fellows
Sir Greg Knight
Mrs Pauline Latham

Mrs Maria Miller
Jessica Morden
Mark Tami
Giles Watling

1. Access rules update

Ugbana Oyet, Serjeant at Arms, In-House Services and Estates, briefed the Committee.

Resolved, That the Committee:

- support extending the Members-only area on the Terrace during peak hours to meet demand;
- agree to amend the access rules for the Strangers' Bar, to be reviewed every 12 months;
- agree that lay members would retain their current access rights, but without the right to bring guests to the Strangers' Bar, Pugin Room and Terrace.

2. Access rules update

Isabel Coman, Managing Director, In-House Services and Estates, briefed the Committee.

Resolved, That the Committee note the update.

3. Draft forward programme

The Committee considered this matter.

Resolved, That the Committee note the draft forward programme.

4. Derogation request from Lord McFall, Lords Senior Deputy Speaker

The Committee considered this matter.

Resolved, That the Committee agree to derogate a room on Upper Committee Corridor from September to the end of the financial year for Lords hybrid Grand Committee Proceedings.

[Adjourned until Monday 7 September at 4.30pm]

Monday 7 September 2020

Virtual meeting

Members present:
Sir Charles Walker, in the Chair

Michael Fabricant
Marion Fellows
Sir Greg Knight
Mrs Pauline Latham

Mrs Maria Miller
Mark Tami
Giles Watling

1. House Service response to COVID-19 pandemic

Marianne Cwynarski, Head of the Governance Office, and John Owen, Programme Manager, Governance Office, briefed the Committee.

Resolved, That the Committee note the update.

2. Savings and efficiencies

Mostaque Ahmed, Managing Director of Finance, Portfolio and Performance, briefed the Committee.

Resolved, That the Committee note the update.

3. Filming and radio requests

The Committee considered this matter.

Resolved, That the Committee note the filming and radio requests approved by the Chair during the summer recess.

[Adjourned until Monday 14 September at 4.30pm]

Monday 14 September 2020

Virtual meeting

Members present:

Sir Charles Walker, in the Chair

Michael Fabricant
Marion Fellows
Colleen Fletcher

Sir Greg Knight
Mrs Pauline Latham
Giles Watling

1. Catering Services update

Richard Tapner-Evans, Director of Catering Services, In-House Services and Strategic Estates, briefed the Committee.

Resolved, That the Committee:

- endorse the continuation of the trial period of previously agreed initiatives to be reviewed in January 2021;
- note the performance of Catering Services in 2019/20;
- agree that the update should become an annual one; and
- express strong views against a move to a totally cashless service but remain open to discussing changes to opening and closing times for certain venues.

2. Update on Press Gallery and Lobby facilities

The Committee considered this matter.

Resolved, That the Committee note the list and the work that had been completed to date with a view to revisiting it early in 2021 when a further update on progress would be received.

3. Travel Office out-of-hours helpline

Marion Fellows, Chair of the Travel Office Consumer Panel, briefed the Committee.

Resolved, That the Committee:

- confirm its relationship with the Travel Office Consumer Panel, where the Panel's Chair provides routine updates to the Committee and makes recommendations on the operation of travel services for the endorsement of the Committee; and
- endorse the approach to the re-procurement exercise to seek to disaggregate the normal hours line from the emergency line, with longer hours for the normal line.

4. Upper Waiting Hall exhibitions

The Committee considered this matter.

Resolved, That the Committee agree:

- to postpone Upper Waiting Hall exhibitions until the spring of 2021;
- that the next ballot (for the autumn period next year) should be held at the end of June 2021; and
- to stop accepting new applications for exhibitions until the spring of 2021.

[Adjourned until Monday 28 September at 4.30pm]

Monday 28 September 2020

Virtual meeting

Members present:

Sir Charles Walker, in the Chair

Michael Fabricant

Marion Fellows

Sir Greg Knight

Mrs Pauline Latham

Mrs Maria Miller

Mark Tami

1. Reduction and management of security passes

The Committee considered this matter.

Resolved, That the Committee agree:

- that the House Service should engage with the civil service to explore and develop options for reducing the number of civil service passes in circulation;
- that regarding former Members' passes, eligibility criteria would be amended;
- to support, in principle, that contractors' access be restricted to a secure work site where possible;
- to support the House Service requiring project leaders and contractors to better plan and manage their need for parliamentary passes; and
- to request a progress update in 2021.

2. Update from the Parliamentary Digital Service

David Smith, Deputy Director, Tim Youngs, Director of Resources, Parliamentary Digital Service, and Donald Grant, Director, Property, Planning & Design, Strategic Estates, briefed the Committee.

Resolved, That the Committee note the update.

3. Update on electric vehicle charging points

Isabel Coman, Managing Director, In-House Services and Strategic Estates, briefed the Committee.

Resolved, That the Committee note the update.

4. Derogations and recording requests

The Committee considered this matter.

Resolved, That the Committee:

- note that the annual Industry and Parliament Trust Annual Cycle Challenge approved by the Chair and due to take place in Portcullis House Atrium in November had been cancelled;
- note that the Chair had approved a request from the Fire Risk Management Team to film in the Grand Committee Room to produce a fire safety video for in-House training; and
- note that the Chair had approved a request for BBC Radio 4's 'Westminster Hour' to record a piece on the social distancing measures introduced on the Estate.

[Adjourned until Monday 5 October at 4.30pm]

Monday 5 October 2020

Virtual meeting

Members present:
Sir Charles Walker, in the Chair

Michael Fabricant
Mrs Maria Miller

Jessica Morden
Giles Watling

1. Commercial catering and tours

Richard Tapner-Evans, Director of Catering Services, Dr Edge Watchorn, Director of Participation, and Amy Baxter, Head of Communications and Audiences, briefed the Committee.

Resolved, That the Committee agree to defer any decisions on these items to a future meeting once it had had the opportunity to fully consider the matter.

5. Parliamentary Health and Wellbeing Service

Mandy Eddolls, Managing Director of HR & Diversity, and Anne Mossop, Head of the Parliamentary Health and Wellbeing Service, briefed the Committee.

Resolved, That the Committee note the additions made to the range of health and wellbeing services in 2019-20.

6. Portcullis House glass manifestations

Dominic Bransden, Head of Accommodation and Demand Strategy, and Stephen Furber, Customer Relationship Manager, In-House Services and Strategic Estates, briefed the Committee.

Resolved, That the Committee note the update and request that prototypes of the two preferred designs be produced for the Committee's consideration.

7. Filming requests

The Committee considered this matter.

[Adjourned until Monday 12 October at 4.30pm]

Monday 12 October 2020

Virtual meeting

Members present:
Sir Charles Walker, in the Chair

Michael Fabricant	Mrs Maria Miller
Marion Fellows	Jessica Morden
Sir Greg Knight	Mark Tami
Mrs Pauline Latham	Giles Watling

1. Letter from the Chair to the House of Commons Commission on commercial catering

The Committee considered this matter.

Resolved, That the Committee note the letter sent by the Chair to the House of Commons Commission, dated 7 October.

2. Former Members' passes

The Committee considered this matter.

Resolved, That the Committee agree with a proposal put forward by Mr Speaker regarding former Members' passes.

3. Update on the Education and Engagement Service

David Clark, Head of Education and Engagement, briefed the Committee.

Resolved, That the Committee note the update.

2. Security briefing

Eric Hepburn CBE, Director of Security for Parliament, Parliamentary Security Department, Tracey Jessup, Chief Digital and Information Officer for Parliament, and Simon Hankins, Head of Security Operations, briefed the Committee.

Resolved, That the Committee note the update.

3. Postal deliveries

James Turner, Director of Customer Experience and Service Delivery, In-House Services and Estates, briefed the Committee.

Resolved, That the Committee note the update.

[Adjourned until Monday 19 October at 4.30pm]

Monday 19 October 2020

Virtual meeting

Members present:
Sir Charles Walker, in the Chair

Michael Fabricant	Mrs Maria Miller
Marion Fellows	Jessica Morden
Colleen Fletcher	Mark Tami
Sir Greg Knight	Giles Watling
Mrs Pauline Latham	

1. Paid-for tours

Dr Edge Watchorn, Director of Participation, and Amy Baxter, Head of Communications and Audiences, briefed the Committee.

Resolved, That the Committee support Parliament being open to visitors when either House was not sitting.

2. Session with the Clerk of the House and the Director General of the House of Commons

Dr John Benger, Clerk of the House, Ian Ailles, Director General, House of Commons, and Marianne Cwynarski, Chair of the COVID-19 Response Group, briefed the Committee.

Resolved, That the Committee note the update.

[Adjourned until Monday 2 November at 4.30pm]

Monday 2 November 2020

Virtual meeting

Members present:
Sir Charles Walker, in the Chair

Michael Fabricant
Marion Fellows
Sir Greg Knight

Mrs Maria Miller
Mark Tami
Giles Watling

1. Commons Estate refurbishment and Northern Estate Programme

Isabel Coman, Managing Director, In-House Services and Estates, briefed the Committee.

Resolved, That the Committee:

- note that it would not be taking a decision on the proposals at this point;
- note that it would be asked to consider a more detailed plan, with full costings, in February or March 2021; and
- note that further projects within the agile portfolio would be brought to the Committee as the portfolio moved forward.

2. COVID-19 response update

Marianne Cwynarski, Chair of the COVID-19 Planning Group, Richard Tapner-Evans, Director of Catering, and James Turner, Director of Customer Experience and Service Delivery, In-House Services and Estates, briefed the Committee.

Resolved, That the Committee note the update.

3. Travel Office Consumer Panel

The Committee considered this matter.

[Adjourned until Monday 9 November at 4.30pm]

Monday 9 November 2020

Virtual meeting

Members present:
Sir Charles Walker, in the Chair

Michael Fabricant
Marion Fellows
Sir Greg Knight
Mrs Pauline Latham

Jessica Morden
Mark Tami
Giles Watling

1. House of Commons Library

Penny Young, House of Commons Librarian and Managing Director, and Edward Wood, Director of Research, Research and Information, briefed the Committee.

Resolved, That the Committee note the update.

2. Fire safety in Parliament

James Turner, Director of Customer Experience and Service Delivery, and John Bradbury, Fire Safety Manager, briefed the Committee.

Resolved, That the Committee:

- note the update; and
- support the intrusive testing and commissioning period on weekends in early 2021.

3. APPGS inquiry

Resolved, That the Committee note a letter from the Chair of the Committee on Standards on the launch of its inquiry into the rules and regulation of All-Party Parliamentary Groups (APPGs).

[Adjourned until Monday 16 November at 4.30pm]

Monday 16 November 2020

Virtual meeting

Members present:
Sir Charles Walker, in the Chair

Michael Fabricant
Marion Fellows
Colleen Fletcher

Sir Greg Knight
Mrs Pauline Latham
Mrs Maria Miller

1. Media facilities on the Estate

Alasdair Rendall, Head of Media Relations, Commons Communications Team, briefed the Committee.

Resolved, That the Committee request that Mr Rendall put together a list of options for media facilities on the Estate to be considered at a future meeting.

2. Fees and charges 2021-22

Malin Eliasson, Director of Financial Management & Performance, and Mostaque Ahmed, Managing Director, Finance, Portfolio and Performance, briefed the Committee.

Resolved, That the Committee note the update.

3. Parliamentary Switchboard

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

Resolved, That the Committee note the overview of the current service (and supplier performance).

4. Essential lift works in Portcullis House

Isabel Coman, Managing Director, In-House Service and Strategic Estates, briefed the Committee.

Resolved, That the Committee note the update.

[Adjourned until Monday 23 November at 4.30pm]

Monday 23 November 2020

Virtual meeting

Members present:
Sir Charles Walker, in the Chair

Michael Fabricant
Marion Fellows
Sir Greg Knight
Mrs Pauline Latham

Mrs Maria Miller
Mark Tami
Giles Watling

1. Estate perimeters and access

James Turner, Director of Customer Experience and Service Delivery, In House Services and Estates, briefed the Committee.

Resolved, That the Committee:

- note the update; and
- agree the Chair's proposal that he write to the new Director of Security when they take up post the following month to highlight the matters raised during the meeting.

2. Update on HR support for Members and their staff

Chris Sear, Head of Members and Members' Staff Engagement, HR and Finance, briefed the Committee.

Resolved, That the Committee note the update.

3. Essential lift works in Portcullis House

Isabel Coman, Managing Director, In-House Service and Strategic Estates, briefed the Committee.

Resolved, That the Committee note the update.

[Adjourned until Monday 30 November at 4.30pm]

Monday 30 November 2020

Virtual meeting

Members present:
Sir Charles Walker, in the Chair

Michael Fabricant
Colleen Fletcher
Sir Greg Knight

Mrs Pauline Latham
Mrs Maria Miller
Giles Watling

1. COVID-19 update

Marianne Cwynarski, Chair, and John Owen, COVID-19 Planning Group, briefed the Committee.

Resolved, That the Committee endorse the following approach on the resumption of the following services:

- (a) the Adjournment and Members' Dining Room (from 2 December), and Bellamy's (7 December);
- (b) the House of Commons Shop and the Houses of Parliament Shop (2 December), plus a pop-up shop operating in Portcullis House Atrium ahead of the Christmas Recess;
- (c) the hairdresser (2 December); and
- (d) the gym (7 December, though it was hoped this might be brought forward to 2 December).

Resolved, That the Committee note the current plans for the operation of the Estate:

- (a) that there would not be changes to non-passholder access at this time;
- (b) that the Pass Office opening hours would be extended until 6pm and the pass issuing office in Black Rod's Garden would re-open;
- (c) that social-distancing measures within catering venues would be maintained;
- (d) that alcohol would not be served on the Estate after 22:00 but there would be an additional hour to finish any drinks in line with the new guidance;
- (e) that the Commission's decision to limit the number of Members' staff on the Estate would remain in effect though Members would be able to bring up to one member of staff onsite where it was not possible for them to work from home; and

- (f) that services in the Undercroft Chapel would resume from Wednesday 2 December.

2. Update on Microsoft Teams and telephony

Steven Mark, Senior Responsible Owner, Microsoft Teams Programme, briefed the Committee.

Resolved, That the Committee note the update.

3. Flagpoles in New Palace Yard

Isabel Coman, Managing Director, Strategic Estates, briefed the Committee.

Resolved, That the Committee note the proposed location of the new flagpoles and the policy on the display of flags.

4. Cleaning strategy

James Turner, Director of Customer Experience and Service Delivery, In-House Services and Estates, briefed the Committee.

Resolved, That the Committee note the update.

5. Access to sanitary products

Resolved, That the Committee consider this item on the forward programme once there was sufficient data and feedback following the trial and that it should be postponed from the next meeting to one in the New Year.

[Adjourned until Monday 7 December at 4.30pm]

Monday 7 December 2020

Virtual meeting

Members present:
Sir Charles Walker, in the Chair

Michael Fabricant
Marion Fellows
Colleen Fletcher

Sir Greg Knight
Mrs Pauline Latham
Giles Watling

1. Fees and charges 2021-22

Malin Eliasson, Director of Corporate Finance and Performance, briefed the Committee.

Resolved, That the Committee:

- agree not to re-confirm the Fees and Charges Policy, but carry out a review of the Policy in early 2021; and
- agree the schedule of fees and charges, but recommend to the Commission that the proposed 3% increase to catering prices be implemented later in the 2021/22 financial year, as opposed to 1 April 2021.

2. Correspondence

Resolved, That the Committee note the Chair's letter to the Director of Security, dated 2 December 2020.

Resolved, That the Committee note a letter from the Parliamentary Press Gallery, dated 1 December 2020, announcing the new officer nominations for the Press Gallery and Lobby.

[Adjourned until Monday 11 January at 4.30pm]

Monday 11 January 2021

Virtual meeting

Members present:
Sir Charles Walker, in the Chair

Michael Fabricant
Marion Fellows
Sir Greg Knight
Mrs Pauline Latham

Mrs Maria Miller
Jessica Morden
Mark Tami

1. Restoration and Renewal Strategic Review

Sarah Johnson, Chief Executive, R&R Sponsor Body, and David Goldstone, Chief Executive, R&R Delivery Authority, briefed the Committee.

Resolved, That the Committee note the draft report of the Strategic Review; and the proposed approach to the finalisation and publication of the Strategic Review's report, planned for the end of January, which would be followed by wider Member engagement.

2. Cleaning update

James Turner, Director of Customer Service Delivery, briefed the Committee.

Resolved, That the Committee note the update

3. Banqueting bookings

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

Resolved, That the Committee note the update on banqueting bookings; and the letter from several Members of the APPG on Climate Change.

4. Correspondence

Resolved, That the Committee note a letter from the Chair of the Association for Former Members regarding passes for former Members, dated 21 December 2020.

[Adjourned until Monday 18 January at 4.30pm]

Monday 18 January 2021

Virtual meeting

Members present:
Sir Charles Walker, in the Chair

Michael Fabricant	Mrs Maria Miller
Marion Fellows	Mark Tami
Sir Greg Knight	Giles Waling
Mrs Pauline Latham	

1. Work of the Communications Office and communications review

Alice Holmes, Joint Director of Communications, and Alex Noonoo, Deputy Director of Internal Communications, briefed the Committee.

Resolved, That the Committee note the update.

2. The Commons, Our Parliament, Play your Part

Sarah Petit, Cultural Transformation Director, briefed the Committee.

Resolved, That the Committee note the update.

3. Members' Services Team and Member engagement

Chris Sear, Director of the Members' Services Team, and Kate Emms, Director of Member Engagement, briefed the Committee.

Resolved, That the Committee note the update.

4. Members' Satisfaction Survey

David Newsome, Customer Director, briefed the Committee.

Resolved, That the Committee note the update.

5. Upper Waiting Hall exhibitions

Resolved, That the Committee agree

- to postpone Upper Waiting Hall exhibitions further, until the summer (April-July) of 2021;
- to provisionally confirm that the next ballot would be for spring (January-April) 2022 rather than autumn (September-December) 2021, to account for the knock-on effects of any backlog of exhibitions; and

- to confirm that applications for new exhibitions would be accepted from the autumn (September to December) of 2021; and
- to review this schedule in March.

Resolved, That the Committee note the update.

[Adjourned until Monday 1 February at 4.30pm]

Monday 1 February 2021

Virtual meeting

Members present:

Sir Charles Walker, in the Chair

Michael Fabricant
Colleen Fletcher
Sir Greg Knight
Mrs Pauline Latham

Mrs Maria Miller
Jessica Morden
Mark Tami
Giles Watling

1. Maintenance on the Parliamentary Estate

Tim Killip, Director of Parliamentary Maintenance, In-House Services and Strategic Estates, briefed the Committee.

Resolved, That the Committee note the update.

2. Introduction to the Parliamentary Masterplan

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

Resolved, That the Committee note the update.

3. Library – hours of service

Resolved, That the Committee note that Library operating hours would be reduced from four days per week to three.

[Adjourned till Monday 8 February at 4.30pm]

Monday 8 February 2021

Virtual meeting

Members present:

Sir Charles Walker, in the Chair

Michael Fabricant
Marion Fellows
Mrs Pauline Latham

Mrs Maria Miller
Jessica Morden

1. Future Programme

The Committee considered this matter.

[Adjourned till Monday 22 February at 4.30pm]

Monday 22 February 2021

Virtual meeting

Members present:

Sir Charles Walker, in the Chair

Michael Fabricant
Marion Fellows
Colleen Fletcher

Mrs Maria Miller
Sir Greg Knight
Mark Tami

2. Fees and charges policy

Resolved, That the Committee note the fees and charges policy.

3. Supply of IT hardware for Members and Members' staff

Guy Drury, Project Manager, Parliamentary Digital Service, briefed the Committee.

Resolved, That the Committee note the update.

4. Microsoft Teams and telephony update

Steven Mark, Senior Responsible Owner, Microsoft Teams Programme, briefed the Committee.

Resolved, That the Committee note the update.

5. Correspondence

Resolved, That the Committee note the update note an introductory letter from domestic news channel GB News, dated 28 January.

Resolved, That the Committee note a letter from the Senior Deputy Speaker, House of Lords, dated 4 February, and agree an extension of the derogation for the use of a committee room by the Lords hybrid Grand Committee until the summer recess.

[Adjourned till Monday 1 March at 4.30pm]

Monday 1 March 2021

Virtual meeting

Members present:

Sir Charles Walker, in the Chair

Michael Fabricant	Jessica Morden
Marion Fellows	Mark Tami
Mrs Pauline Latham	Giles Watling
Mrs Maria Miller	

1. Members' insurance schemes

Chris Sear, Director of the Members' Services Team, Tara Cullen, Operations Lead, Members' Services Team, and Debbie McGuire, Member Services Manager, Finance, Portfolio and Performance Team, briefed the Committee.

Resolved, That the Committee note the update.

2. IPSA

Resolved, That the Committee agree to hold a session with the Chief Executive and Interim Chair of IPSA at a future meeting.

[Adjourned till Monday 8 March at 4.30pm]

Monday 8 March 2021

Virtual meeting

Members present:

Sir Charles Walker, in the Chair

Michael Fabricant
Marion Fellows
Colleen Fletcher

Sir Greg Knight
Mrs Pauline Latham
Jessica Morden

1. Room naming policy

The Committee considered this matter.

2. Work of the Parliamentary Broadcasting Unit

John Angeli, Director of Parliamentary Audio-Video, and Mark O'Brien, Production Editor, Broadcasting Unit, briefed the Committee

Resolved, That the Committee note the update.

[Adjourned till Monday 15 March at 4.30pm]

Monday 15 March 2021

Virtual meeting

Members present:

Michael Fabricant
Marion Fellows
Colleen Fletcher

Mrs Pauline Latham
Mark Tami
Giles Watling

In the absence of the Chair, Michael Fabricant was called to the chair.

1. COVID-19 roadmap

Marianne Cwynarski, Chair of the COVID-19 Planning Group, and John Owen, Director of Strategic Business Resilience, briefed the Committee.

Resolved, That the Committee:

- endorse the timetable for the return to the Estate and re-opening of services and facilities, noting that the dates could change depending on the Government's roadmap and the public health advice received; and
- agree to derogate to the Chair any decisions that happened during recess or over a weekend, with a commitment to inform Committee Members by e-mail as soon as possible.

2. Parliamentary Health and Wellbeing Service

Mandy Eddolls, Managing Director of HR and Diversity, and Chris Sear, Director, Members' Services Team, briefed the Committee.

Resolved, That the Committee note the update.

[Adjourned till Monday 22 March at 4.30pm]

Monday 22 March 2021

Virtual meeting

Members present:

Sir Charles Walker, in the Chair

Michael Fabricant
Marion Fellows
Colleen Fletcher
Sir Greg Knight

Mrs Pauline Latham
Mrs Maria Miller
Jessica Morden
Mark Tami

1. Committee attendance statistics

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

2. Women and Equalities Committee inquiry on a Gender Sensitive Parliament

Resolved, That the Committee agree the submission to the Women and Equalities Committee inquiry.

3. Travel Office Consumer Panel

Resolved, That the Committee note the update.

4. Letter from the Committee on Standards on stationery rules

Resolved, That the Committee note the letter and agree to seek the approval of the House of Commons Commission to transfer the rules on stationery to the Committee on Standards but ask for confirmation that the Administration Committee would still hold responsibility for the commissioning and quality of the stationery.

5. Priorities of the Administration Committee and the House Service

Mrs Maria Miller briefed the Committee.

Resolved, That the Committee agree the letter and the deadline of Friday 7 May for written responses.

6. Request for a room derogation on Upper Committee Corridor

Resolved, That the Committee agree to the request, with the understanding that any future requests were made in writing and with sufficient notice.

7. Meeting arrangements after the Easter recess

Resolved, That the Committee continue to meet virtually until early June, when meeting arrangements would be reviewed.

[Adjourned till Monday 19 April at 4.30pm]

Monday 19 April 2021

Virtual meeting

Members present:

Sir Charles Walker, in the Chair

Michael Fabricant	Mrs Maria Miller
Marion Fellows	Jessica Morden
Sir Greg Knight	Mark Tami
Mrs Pauline Latham	Giles Watling

1. Accommodation: Policy Refresh and Richmond House and Derby Gate updates

Dominic Bransden, Head of Accommodation and Demand Strategy, briefed the Committee.

Resolved, That the Committee note the next steps of the Accommodation Policy refresh and the updates on 1 Derby Gate and Richmond House.

2. Elizabeth Tower: update on visitor experience planning

Matt Morgan, Head of Visitor Services and Abbie Fox-Smith, Director of Visitor Experience, Chamber and Participation Team, briefed the Committee.

Resolved, That the Committee note the update.

3. Travel Office Consumer Panel

Marion Fellows, Chair of the Travel Office Consumer Panel, briefed the Committee.

Resolved, That the Committee note the update.

[Adjourned till Monday 26 April at 4.30pm]

Monday 26 April 2021

Virtual meeting

Members present:

Sir Charles Walker, in the Chair

Michael Fabricant
Marion Fellows

Jessica Morden
Mark Tami

1. Commercial catering: Chair's recommendations

Resolved, That the Committee agree the recommendations to the Commission.

2. House Service Strategy review and Corporate Business Plan 2021-22

Hamlyn, Strategic Director, Chamber and Participation Team, and Convenor, Strategy Review Group, and Emily Baldock, Secretary to the Strategy Review Group, briefed the Committee.

Resolved, That the Committee:

- endorse the revised House Service strategy and the proposed process for development of the next strategy; and
- note the draft Corporate Business Plan 2021–22.

3. Stationery rules

Resolved, That the Committee formally agree to the request from the Committee on Standards recommending that responsibility for the rules on stationery be transferred from the Administration Committee to the Committee on Standards.

[Adjourned till Monday 17 May at 4.30pm]

Appendix A

DECLARATION OF MEMBERS' INTERESTS (as at 14 April 2020)

Fellows, Marion (Motherwell and Wishaw)

Nil.

Fletcher, Colleen (Coventry North East)

3. Gifts, benefits and hospitality from UK sources

Name of donor: Wasps Holdings Ltd

Address of donor: Ricoh Arena, Judds Lane, Longford, Coventry CV6 6AQ

Amount of donation, or nature and value if donation in kind: Two match-day

Boardroom hospitality tickets for Wasps v Newcastle, total value £700

Date received: 9 March 2019

Date accepted: 9 March 2019 Donor status: company, registration 4187289

(Registered 01 May 2019)

Knight, Sir Greg (East Yorkshire)

1. Employment and earnings

From 1 January 2019, retained as an adviser on by Cambridge and Counties Bank Ltd of 5B New Walk, Leicester LE1 6TE, at an annual fee of £16,000 payable monthly in arrears. I provide general business and public relations advice. Hours: expected to average 9 hrs per month. The first payment of £1,333.33 was received on 8 February 2019. (Registered 27 February 2019)

Fees received for appearing as part of Parliamentary rock band "MP4" on the Matt Forde Christmas show 2018, produced by Avalon Productions of 4A Exmoor St, London W10 6BD:

28 October 2019, received £878.82 for appearing in two live shows on 19 and 20 December 2018. Hours: 8 hrs. (Registered 18 December 2019)

2. Gifts, benefits and hospitality from UK sources

Name of donor: UK Music 2009 Ltd

Address of donor: Savoy Hill House, 7-10 Savoy Hill, London WC2R 0BU

Amount of donation, or nature and value if donation in kind: Two tickets to a Stevie Wonder concert at Hyde Park, London, plus hospitality, total value £533.90

Date received: 6 July 2019

Date accepted: 6 July 2019 Donor status: company, registration 03245288

(Registered 23 July 2019)

3. Land and property portfolio: (i) value over £100,000 and/or (ii) giving rental income of over £10,000 a year

Residential property in London: (i) and (ii). (Registered 13 February 2013)

4. Family members employed and paid from parliamentary expenses

I employ my wife, Janet Knight, as Parliamentary Assistant.

Latham, Mrs Pauline (Mid Derbyshire)

5. Miscellaneous

From 1 March 2013, unremunerated Board Member of the charity WE (formerly Free the Children). (Registered 01 May 2013; updated 02 February 2016 and 05 April 2017)

From 24 March 2017, unpaid director of Furthest from the Sea, a not-for-profit organisation based in Derbyshire but operating around the country, which supports the development of artistic talent. (Registered 04 April 2017)

Morden, Jessica (Newport East)

2. (a) Support linked to an MP but received by a local party organisation or indirectly via a central party organisation

Name of donor: GMB

Address of donor: Garley House, 17 Newport Road, Cardiff CF24 0TB

Amount of donation or nature and value if donation in kind: £5,000, received by Newport East Labour Party

Donor status: trade union

(Registered 07 January 2020)

Name of donor: Community

Address of donor: Pembroke House, 20 Cathedral Road, Cardiff CF11 9LJ

Amount of donation or nature and value if donation in kind: £3,000 received by Newport East Labour Party

Donor status: trade union

(Registered 07 January 2020)

Walker, Sir Charles (Broxbourne)

6. (a) Support linked to an MP but received by a local party organisation or indirectly via a central party organisation

Name of donor: Bill Moores

Address of donor: private

Amount of donation or nature and value if donation in kind: £3,500 Donor status: individual

(Registered 08 April 2020)

9. Family members employed and paid from parliamentary expenses

I employ my wife, Fiona Walker, as Office Manager.

Watling, Giles (Clacton)

7. Employment and earnings

From 6 April 2017 to 2 May 2019, councillor and cabinet member, Tendring District Council, Town Hall, Station Road, Clacton CO15 1SE. From 20 September 2017, I received a monthly allowance of £431.08. Hours: approx. 8 hrs a week. (Registered 04 July 2017; updated 12 and 20 December 2017 and 20 May 2019)

8. Visits outside the UK

Name of donor: Conservative Friends of Israel Ltd (CFI Ltd)

Address of donor: Blick Rothenberg, 7-10 Chandos Street, London W1G 9DG

Estimate of the probable value (or amount of any donation): Air travel, accommodation and hospitality with a value of £2,500

Destination of visit: Israel and the West Bank

Dates of visit: 28 July – 2 August 2019

Purpose of visit: Fact finding political delegation.

(Registered 24 September 2019)

9. Land and property portfolio: (i) value over £100,000 and/or (ii) giving rental income of over £10,000 a year

Half share in shop with flat above, in Epping: (i). (Registered 4 July 2017; updated 18 December 2017)

From 17 January 2020, a residential property in Tendring District: (i). (Registered 28 January 2020)

10. Miscellaneous

Trustee of the Patricia Watling Trust; a trust which benefits members of my family. (Registered 04 July 2017)

I received two tickets for the FA Cup Final on 18 May 2019, total value £250, from the Football Association, Wembley Stadium, PO Box 1966, London HA9 0WS. (Registered 21 May 2019)
