House of Commons

Finance Committee

Record of the Committee's decisions taken at its meetings in the 2017 Parliament

Session 2017–19 and 2019

DECISIONS—TUESDAY 31 OCTOBER 2017

Present:	***Chris Bryant (Chair), Mr Clive Betts, Geoffrey Clifton-Brown, Neil Gray, Helen Jones, Mr Lindsay Hoyle, Stephen McPartland, Mark Menzies, Mr William Wragg.***
Apologies:	***Stephen McPartland, William Wragg.***
In attendance:	***Myfanwy Barrett,*** *Finance Director and Managing Director, Corporate Services; and* ***Philip Collins,*** *Head of Financial Planning and Business Support.*

1) Declaration of Members' Financial Interests

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

2) Election of Chair

Chris Bryant was called to the Chair.

3) Confidentiality of papers and proceedings (FC 17–19/01)

The Committee took note of the guidance on privilege and the confidentiality of proceedings.

4) Overview of House finances (FC 17–19/02)

The Committee took note of a paper from the Director of Finance on the House's financial situation.

5) October 2017 Financial monitoring report (FC 17–19/03)

The Committee took note of the forecast outturn position on resource and capital; the position on contingency; and the likelihood of a supplementary estimate with relation to decant buildings.

6) The work and role of the Finance Committee (FC 17–19/04)

The Committee discussed its role and work and agreed to submit its remit for this parliament, as amended, to the Commission for approval.

7) Draft Forward Programme of the Committee (FC 17–19/05)

The Committee took note of the forward programme for meetings until the end of the year.

8) Usual time of meeting, and future dates

The Committee agreed to meet monthly on a Tuesday from 12.00 noon – 2.00 pm in the Palace.

9) Any other business

10) Date and time of next meeting

Tuesday 28 November at 12.00 noon.

DECISIONS—TUESDAY 28 NOVEMBER 2017

Present:	**Mr Clive Betts, Chris Bryant, Geoffrey Clifton-Brown, Mr Lindsay Hoyle, Helen Jones, Mark Tami, Mark Menzies, Mr William Wragg.**
Apologies:	**Neil Gray, Sir Robert Syms.**
In attendance:	**Myfanwy Barrett,** Finance Director and Managing Director of Corporate Services; **Philip Collins,** Director of Corporate Finance and Performance; **Ian Ailles,** Director General (via Skype); **Victor Akinbile,** Project Delivery Director; **Charlotte Claughton,** Project Leader; **Matthew Hamlyn,** Senior Responsible Owner for the Elizabeth Tower Project; **David Hemming,** Director of Estates Investment; **Richard Tapner-Evans,** Director of Catering Services.

1) Declaration of Members' Financial Interests

There were no further declarations of interest.

2) Matters arising from the Informal Note

The informal note was agreed.

3) The Streetscape Projects (Westminster)

The Committee noted the existing funding provided and the progress of the projects. It agreed a further funding contribution for the next phases of the projects and noted the scale of the funding which would be needed to implement the schemes fully.

4) New strategic approach to catering pricing

The Committee was not unanimous but on balance agreed a target Catering Gross Profit percentage increase for 2018 of 3.5%.

5) Overview of the Strategic Estates Portfolio and update on Elizabeth Tower refurbishment project

The Committee noted the papers.

6) Draft 2018–19 Estimate and Medium Term Financial Plan 2018–19 to 2021–22 and medium term investment plan 2018–19

The Committee noted the main issues for the planning round and the current position.

7) Fees and charges

The Committee approved the schedule of fees and charges for 2018–19.

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

The Committee recommended to the Commission that grants to the CPAUK, BGIPU and BIPA were inflated by 1% for 2017–18, that the BAPG grant was inflated by 1.5% for 2018–19, that the grant to the History of Parliament Trust was inflated by 1.5% in 2018–19 and that grants to the Association of Former Members, British Youth Council and Working for an MP were inflated by a maximum of 2% for 2018–19 in line with the remit.

9) Draft Annual Report from the Finance Committee

The Committee clarified that it would like to publish a report in 2018 and apply for a backbench business debate which would allow feedback on a future estimate for 2019/20.

10) Any other business

The Committee noted the guidance for overseas delegations.

11) Date and time of next meeting

Tuesday 12 December 2018 at 12.00pm.

DECISIONS—TUESDAY 12 DECEMBER 2017

Present: **Mr Clive Betts, Chris Bryant, Geoffrey Clifton-Brown, Mr Lindsay Hoyle, Mark Tami, Stephen McPartland, Mark Menzies, Sir Robert Syms.**

Apologies: **Neil Gray, Helen Jones, Mr William Wragg.**

In attendance: **Myfanwy Barrett,** Finance Director and Managing Director of Corporate Services; **Philip Collins,** Director of Corporate Finance and Performance; **Ian Ailles,** Director General; **Amanda Colledge,** Business Case Director, Restoration and Renewal Programme; **John Cryer,** Programme Director, Strategic Estates.

1) Declaration of Members' Financial Interests – for Members who have not yet declared

Stephen McPartland declared that his interests were the same as those provided in the latest Register of Interests.

2) Matters arising from the Informal Note

The informal note was agreed.

3) Chair's Business

The Committee agreed that its regular meeting time would continue to be on Tuesdays between 12pm and 2pm.

4) Estimate and Votes on Account 2018-19; and Medium Term Plans; Estimate 2018–19 and Medium Term Financial Plan 2018–19 to 2021–22; and Medium Term Investment Plan 2018–19 to 2021–22

The Finance Committee advised the Commission to:

1) **Agree to a transfer of expenditure from the Members Estimate to the Administration Estimate;**

2) **Agree to update the introductory statements and simplify the ambits for both the Administration and Members Estimates;**

3) **Agree a 2018–19 Administration Estimate of £317.0m resource, (including a transfer of £0.2m from Members Estimate), and £304.1m capital;**

4) **Agree a Vote on Account for the Administration Estimate for 2018–19 of £182.6m resource, £137.0m capital and £279.6m cash;**

5) **Note the remaining uncertainty regarding major estates projects and an adjustment may be required via a Supplementary Estimate in early 2019;**

6) **Note progress on the Efficiencies Programme and confirm its support;**

7) **Confirm it is content for some of the efficiencies that have been identified to be re-invested in priority areas;**

8) **Note the Committee's concerns in relation to the delivery of estates programmes and projects;**

9) **Note the Medium Term Financial Plan;**

10) **Note the Medium Term Investment Plan;**

11) **Note the update on Fees and Charges and agree the new strategic approach to catering pricing;**

12) **Agree that grants to the CPA UK, BGIPU and BIPA are inflated by 1% and that grants to BAPG and the History of Parliament Trust are inflated by 1.5% for 2018–19 in line with the agreed remit. Agree that other grants, including the Association of Former Members, are inflated by a maximum of 2% for 2018–19;**

13) **Note that the strategic review of the History of Parliament Trust is due to be completed early in 2018.**

5) Staff pay

The Committee discussed this matter.

6) Northern Estate Programme (NEP) Update

The Committee:

1) **Endorsed the substantial redevelopment of Richmond House to the maximum possible extent as the preferred option (so-called 'Option 4');**

2) **Noted that options for additional capacity on existing buildings would be explored, where it was likely to be cost effective and with low planning risk;**

3) **Noted that formal approval would be sought from the Accounting Officer in mid-2018;**

4) **Noted that the selected option would facilitate and be compatible with any potential decant delivery approach to the Restoration and Renewal of the Palace of Westminster;**

5) **Endorsed the further work to be undertaken with Members on the sequencing of work to balance time, cost and disruption and the inter-relationship of potential decants between NEP, Palace of Westminster and Portcullis House;**

6) **Noted that completion of the preferred option (and readiness for R&R decant) was estimated on a P50 basis between 2026 and 2029, depending on how work was sequenced.**

7) **Noted the current indicative costs of the programme;**

8) **Noted that the three design options set out in the main paper were broadly similar in cost terms.**

7) Draft Corporate Business Plan

The Committee noted the draft business plan, and that the business plan would be updated in the light of the debate on Restoration and Renewal and other developments in early 2018 and would be resubmitted to the Commission for final decision in March 2018.

8) Any other business

9) Date and time of next meeting

Tuesday 16 January 2018, 12pm

DECISIONS—TUESDAY 16 JANUARY 2018

Present: **Chris Bryant, Mr Clive Betts, Sir Geoffrey Clifton-Brown, Neil Gray, Helen Jones, Stephen McPartland, Mark Menzies, Mark Tami.**

Apologies: **Sir Lindsay Hoyle, Mr William Wragg.**

In attendance: **Myfanwy Barrett,** Finance Director and Managing Director of Corporate Services; **Philip Collins,** Director of Corporate Finance and Performance; **Ian Ailles,** Director General; **Carlos Bamford,** Managing Director of In-House Services; **Brian Finnimore,** Managing Director of Strategic Estates; and **Eric Hepburn,** Parliamentary Security Director.

1) Matters arising from the Informal Note

The Committee approved the informal note.

2) Chair's business

The Chair had written on behalf of the Committee to the Commission regarding access to relevant papers; and to the Leader, in relation to the proposal to hold the Restoration and Renewal debate on Thursday 11 January.

3) Financial Monitoring Report (FC 17–19/18 and FC 17–19/18A)

The Committee:

- **noted the potential for change to the 2018/19 Estimate in light of the House of Commons Commission discussion on the Northern Estate Programme;**
- **noted the forecast outturn position on resource and capital;**
- **recommended the Supplementary Estimates to the House of Commons Commission; and**
- **recommended that as a result of ongoing uncertainty it could delegate the final decision on the Supplementary Estimate to the Accounting Officer in consultation with the Chair of the Finance Committee.**

4) Staff pay remit

This matter was discussed.

5) Fire Safety (FC 17–19/20)

This matter was discussed.

6) Courtyards Stone Conservation Project (FC 17–19/21)

This matter was discussed.

7) Security Costs (FC 17–19/22)

The Committee took note of the paper.

8) Any other business

9) Date and time of next meeting

Tuesday 20 February 2018, 12pm

DECISIONS—TUESDAY 20 FEBRUARY 2018

Present: **Chris Bryant, Mr Clive Betts, Neil Gray.**

Apologies: **Sir Geoffrey Clifton-Brown, Sir Lindsay Hoyle, Helen Jones, Mark Tami, Stephen McPartland**

In attendance: **Myfanwy Barrett,** Finance Director and Managing Director of Corporate Services; **Philip Collins,** Director of Corporate Finance and Performance; **Ian Ailles,** Director General; **Richard Tapner-Evans,** Director of Catering Services; and **Carlos Bamford,** Director of in-House Services.

1) Matters arising from the Informal Note

The informal note was agreed.

2) Chair's Business

The Chair confirmed that he had written to the Leader of the House about the next steps and future plans following the debate on the Restoration and Renewal of the Palace of Westminster.

3) Post R&R debate discussion

The Director General briefed the Committee and responded to questions.

4) Financial Monitoring Report (FC 17–19/23)

The Committee:

- **Noted the forecast outturn position on resource and capital.**
- **Noted the Supplementary Estimates.**

5) Catering Services Financial Review (FC 17–19/24)

The Committee noted the paper.

6) Elizabeth Tower Refurbishment Project: note on the Strategic Estates response to the Internal Audit report (FC 17–19/25)

The Committee noted the paper.

7) Any other business

The Committee took note of a response from Mr Speaker about Finance Committee's access to relevant Commission documents for decision-making purposes.

8) Date and time of next meeting

Tuesday 13 March 2018, 12pm

DECISIONS—TUESDAY 13 MARCH 2018

Present:	**Chris Bryant, Sir Geoffrey Clifton-Brown, Luke Graham, Neil Gray, Sir Lindsay Hoyle, Mark Tami.**
Apologies:	**Mr Clive Betts.**
In attendance:	**Myfanwy Barrett,** Finance Director and Managing Director of Corporate Services; **Philip Collins,** Director of Corporate Finance and Performance; **Ian Ailles,** Director General; and **Richard Hemming,** Director of Estates Investment, Strategic Estates.

1) Declaration of Members' Interests

Luke Graham declared that his interests were the same as those provided in the latest Register of Interests.

2) Matters arising from the Informal Note

The Committee approved the Informal Note.

3) 2018–19 Capital Estimate Revision (FC 17–19/27)

The Committee agreed to recommend to the House of Commons Commission a reduction in the Administration 2018–19 Capital Estimate of £100m, bringing the Estimate down from £304m to £204m.

4) Financial Monitoring Report (FC 17–19/28)

The Committee took note of the forecast outturn position on resource and capital.

5) 7 Millbank and short-term occupation of Richmond House (FC 17–19/29)

The Committee took note of the update report.

6) Strategic Estates Resourcing

The Committee received a verbal update.

7) Any other business

The Committee took note of an update paper on the Voluntary Exit Scheme (FC 17–19/30).

8) Date and time of next meeting

Tuesday 17 April 2018, 12pm

DECISIONS—TUESDAY 17 APRIL 2018

Present: **Chris Bryant, Clive Betts, Sir Geoffrey Clifton-Brown, Luke Graham, Neil Gray, Mark Menzies, Mark Tami.**

In attendance: **Myfanwy Barrett,** Director of Finance and Managing Director, Corporate Services; **Philip Collins,** Director of Corporate Finance & Performance, Corporate Services; **Ian Ailles,** Director General, House of Commons; **Amanda Colledge,** Business Case Director, Palace of Westminster Restoration and Renewal Programme; **David Hemming,** Director of Estates Investment, Strategic Estates; **Tracey Jessup,** Head of Parliamentary Digital Service; **Peter Lamb,** Head of Finance, Parliamentary Digital Service; **Carlos Bamford,** Director, in-House Services; and **Jack Holden,** In-House Services Operational Compliance Manager.

1) Matters arising from the Informal Note

The Committee approved the Informal Note.

2) Restoration and Renewal Programme Mandate

The Committee took note of the Mandate.

3) Strategic Estates resource planning

The Committee took note of the paper.

4) Strategic Estates Category A projects

The Committee took note of the paper.

5) Management of cross-cutting risks relating to works on the Parliamentary Estate

The Committee endorsed the management of cross-cutting risks relating to works on the Parliamentary Estate as set out in the paper.

6) Financial impact of change of policy on single-use plastics

The Committee endorsed the proposals, taking note of the financial implications.

7) Financial monitoring report

The Committee took note of the forecast outturn position on resource and capital.

8) Date and time of next meeting

Tuesday 8 May 2018, 12.00 noon.

DECISIONS—TUESDAY 8 MAY 2018

Present: **Chris Bryant, Clive Betts, Sir Geoffrey Clifton-Brown, Luke Graham, Neil Gray, Stephen McPartland, Mark Tami.**

Apologies: **Sir Lindsay Hoyle, Mark Menzies.**

In attendance: **Myfanwy Barrett,** Director of Finance and Managing Director, Corporate Services; **Ian Ailles,** Director General, House of Commons; **Rt Hon Andrea Leadsom MP,** Leader of the House of Commons; **Tracey Jessup,** Head of Parliamentary Digital Service (interim); and **Peter Lamb,** Head of Finance, Parliamentary Digital Service.

1) Matters arising from the Informal Note

The Committee approved the Informal Note.

2) Restoration and Renewal

Rt Hon Andrea Leadsom MP, Leader of the House of Commons gave an oral update to the Committee.

3) Funding for the Restoration and Renewal Programme Shadow Sponsor Body

The Committee noted the potential for additional funding to be sought from contingency.

4) Financial Remit 2019–20 to 2022–23

The Committee agreed its advice to the Commission on the financial remit for the Administration Resource Estimate.

5) Parliamentary Digital Service 2017/18 annual report and forward look

The Committee took note of the paper.

6) Finance Committee attendance statistics

The Committee noted the publication of its attendance figures.

7) Review of the History of Parliament Trust

The Committee took note of the paper.

8) Date and time of next meeting

Tuesday 19 June 2018, 12.00 noon.

DECISIONS—MONDAY 25 JUNE 2018

Present: **Chris Bryant, Clive Betts, Sir Geoffrey Clifton-Brown, Sir Lindsay Hoyle, Stephen McPartland, Mark Tami.**

Apologies: **Mark Menzies.**

In attendance: **Philip Collins,** Director of Corporate Finance & Performance, Corporate Services; **Ian Ailles,** Director General, House of Commons; and **John Cryer,** Programme Director, Northern Estate Programme.

1) Northern Estate Programme Design Vision

The Committee endorsed and supported the Northern Estate Programme pursuing options with planning authorities to maximise the potential across the whole of the Northern Estate, including maximising the potential of Richmond House.

2) Date and time of next meeting

Tuesday 10 July 2018, 12.00 noon.

DECISIONS—MONDAY 10 JULY 2018

Present: **Chris Bryant, Clive Betts, Sir Geoffrey Clifton-Brown, Luke Graham, Neil Gray, Sir Lindsay Hoyle, Helen Jones, Stephen McPartland, Mark Menzies, Sir Robert Syms, Mark Tami.**

In attendance: **Alison McGovern MP,** Chair of the Speaker's Advisory Committee on Works of Art; **Malcolm Hay,** Curator of Works of Art; **Ian Ailles,** Director General of the House of Commons; **Myfanwy Barrett,** Director of Finance and Managing Director, Corporate Services; **Caroline Young,** Finance Business Partner, Corporate Services; **Martin Trott,** Deputy Head of Corporate Services; and **Philip Collins,** Director of Corporate Finance & Performance, Corporate Services.

1) Matters arising from the Informal Note

The informal note was agreed.

2) Speaker's Advisory Committee on Works of Art: Annual Report for 2016-17 and 2017-18

The Committee took note of and agreed to publish the report.

3) Governance of the Restoration and Renewal Programme in shadow phase

The Committee supported further development of the proposed governance arrangements during the shadow phase.

4) Northern Estate Programme – 1 Derby Gate Planning Application

The Committee took note of the paper.

5) Corporate Services: 2017/18 Financial Outturn and Forward Look

The Committee discussed and took note of the paper.

6) Update on 7 Millbank and Richmond House

The Committee took note of the paper.

7) Financial Monitoring Report

The Committee:

- **Noted the high-level financial risks and pressures; and**

- **Noted that a supplementary estimate for resource was possible, and a more accurate position will be available after the Q1 forecast.**

8) Date and time of next meeting

Tuesday 4 September 2018, 12.00 noon.

DECISIONS—TUESDAY 4 SEPTEMBER 2018

Present: **Chris Bryant (Chair), Neil Gray, Mark Tami.**

In attendance: **Ian Ailles,** Director General of the House of Commons; **Myfanwy Barrett,** Director of Finance and Managing Director, Corporate Services; **Philip Collins,** Director of Corporate Finance & Performance, Corporate Services; **David Hemming,** Deputy Managing Director, Strategic Estates; and **Nick Wright,** Delegations Secretary, Overseas Office.

1) Matters arising from the Informal Note

The informal note was agreed.

2) Security: oral update

The Committee took note of the oral update.

3) Strategic Estates Category A Projects

The Committee noted the quarterly update from Strategic Estates on the Category A projects.

4) Governance of the Restoration and Renewal Programme in Shadow Phase

The Committee endorsed the proposed memorandum of understanding (MoU), and recommended to the House of Commons Commission that it should approve the MoU.

5) Revision of the Guide for Members of the Delegations

The Committee agreed the proposed changes to the Guide for the Delegations and recommended to the House of Commons Commission that it should approve the changes.

6) Financial Monitoring Report

The Committee noted the potential for a resource Administration Supplementary Estimate and noted the pressures on the central provision.

7) Date and time of next meeting

Wednesday 10 October 2018, 2.45 pm.

DECISIONS—TUESDAY 20 NOVEMBER 2018

Present: **Chris Bryant, Clive Betts, Sir Geoffrey Clifton-Brown, Neil Gray, Sir Lindsay Hoyle, and Mark Tami.**

Apologies: **Luke Graham, Helen Jones, Stephen McPartland, Mark Menzies, Sir Robert Syms.**

In attendance: **Myfanwy Barrett,** Director of Finance and Managing Director, Corporate Services; **Philip Collins,** Director of Corporate Finance & Performance, Corporate Services; **John Cryer,** Programme Director, Northern Estate Programme, **Megan Conway,** Stakeholder Engagement Leader (Members), and **Amanda Colledge,** Deputy Director, Business Case Development, Strategic Estates.

1) Northern Estate Programme

The Committee noted an update on the Northern Estate Programme.

2) Draft 2019–20 Estimate and Medium Term Financial Plan (MTFP) 2019–20 to 2022–23

The Committee noted the main issues for the planning round and the current position for its advice to the House of Commons Commission which it would be asked to agree following the proposed debate on the Medium Term Financial Plan.

3) Medium Term Investment Plan (MTIP)

The Committee noted the current position in relation to the development of the MTIP.

4) Draft Committee Report

The Committee agreed its Report on the Medium Term Financial Plan and draft Estimates.

5) October 2018 Financial Monitoring Report

The Committee noted the potential for a resource Administration Supplementary Estimate; and the pressures on the central provision.

6) Date and time of next meeting

Tuesday 11 December 2018, 12.00 noon.

DECISIONS—TUESDAY 11 DECEMBER 2018

Present:	**Chris Bryant (Chair), Mr Clive Betts, Sir Geoffrey Clifton-Brown, Stephen McPartland, Mark Tami.**
Apologies:	**Sir Lindsay Hoyle, Luke Graham, Neil Gray, Helen Jones, Mark Menzies, Sir Robert Syms.**
In attendance:	**Myfanwy Barrett,** Finance Director and Managing Director of Corporate Services; **Philip Collins,** Director of Corporate Finance and Performance; **Ian Ailles,** Director General; **Gordon Marsden MP,** Chair of the History of Parliament Trust; **Carlos Bamford,** Managing Director of In-House Services; **Ebenezer Oduwole,** Head of Finance, In-House Services; and **Della Herd,** In-House Services Business Management Director.

1) Matters arising from the Informal Note

The Committee approved the informal note.

2) Proposed grant to the History of Parliament Trust for 2019/20

The Committee noted an oral briefing from Gordon Marsden MP, Chair of the History of Parliament Trust.

3) Performance reporting

The Committee noted a quarterly update on corporate performance.

4) Strategic Estates Category A projects

The Committee noted a quarterly update from Strategic Estates on the Category A projects.

5) In-House Services 2017/18 Financial Outturn and Forward Look

The Committee noted the paper.

6) Advice to the House of Commons Commission: Estimates and Votes on Account for 2019–20; Medium-term Plans; and Supplementary Estimates

The Committee agreed to recommend to the House of Commons Commission to:

- **Agree to update the remit;**
- **Agree a 2019–20 Administration Estimate of £434.3m resource and £244.1m capital;**

- **Agree a Vote on Account for the Administration Estimate for 2019–20 of £195.4m resource, £109.8m capital and £235.5m cash;**

- **Agree a delegation to the Accounting Officer to adjust the Administration Resource Estimate to include additional pension contributions if necessary;**

- **Note progress on the Efficiencies Programme;**

- **Note the Medium Term Financial Plan;**

- **Note the Medium Term Investment Plan;**

- **Note the update on Fees and Charges;**

- **Agree that grants for 2019–20 to the BGIPU and BIPA be inflated by 1%, to CPA UK be inflated by 2.8%, to BAPG and the History of Parliament Trust be inflated by 2.0% and that other grants, including to the Association of Former Members, be inflated by a maximum of 2%.**

The Committee agreed to recommend to the Members Estimate Committee that the MEC agree a 2019–20 Members Estimate of £17.7m resource; and a Vote on Account of £8.0m resource, and £8.0m cash.

7) November 2018 Financial Monitoring Report

The Committee agreed to advise the House of Commons Commission on the potential for a resource Administration Supplementary Estimate, to be confirmed early in 2019.

8) Date and time of next meeting

Tuesday 22 January 2019, 12pm.

DECISIONS—TUESDAY 22 JANUARY 2019

Present:	**Chris Bryant (Chair), Mr Clive Betts, Sir Geoffrey Clifton-Brown, Luke Graham, Neil Gray, Sir Lindsay Hoyle, Stephen McPartland, Mark Tami.**
Apologies:	**Helen Jones, Mark Menzies, Sir Robert Syms.**
In attendance:	**Myfanwy Barrett,** Director of Finance and Managing Director, Corporate Services; **Alix Langley,** Director of Human Resources; **John Cryer,** Programme Director, Northern Estate Programme; **Emily Baldock,** Deputy Director of Security; **Laura Fox,** Head of Personnel Security.

1) Restoration and Renewal Programme monthly update

The Committee noted the financial position of the R&R Programme.

2) Pay remit 2019–20

The Committee agreed its advice to the House of Commons Commission on the 2019-20 pay remit.

3) Northern Estate Programme

The Committee noted an update on the Northern Estate Programme.

4) Pass Office

The Committee noted an update on the Pass Office

5) Fire safety litigation

The Committee noted the paper.

6) December 2018 Financial Monitoring Report

The Committee noted the financial position.

7) Date and time of next meeting

Tuesday 12 February 2019, 12pm.

DECISIONS — TUESDAY 12 FEBRUARY 2019

Present: **Mr Clive Betts, Sir Geoffrey Clifton-Brown, Sir Lindsay Hoyle, Stephen McPartland, and Mark Tami.**

Apologies: **Chris Bryant and Luke Graham.**

In attendance: **Ian Ailles,** Director General of the House of Commons**; Myfanwy Barrett,** Director of Finance and Managing Director, Corporate Services**; Liz Peace,** Chair of the SSB Board**, Marta Phillips,** SSB Board member**,** and **Tom Healey,** SSB Director**; Charlotte Simmonds,** Head of Enterprise Portfolio Management Office**, David Hemming,** Managing Director, Strategic Estates**, Tracey Jessup,** Managing Director, Parliamentary Digital Service, and Chief Information Officer, **Emily Baldock,** Deputy Director of Security, and **Laura Fox,** Head of Personnel Security, Parliamentary Security Department.

1) Matters arising from the Informal Note

The Committee approved the informal note.

2) Shadow Sponsor Body quarterly update

The Committee noted the quarterly update from the Shadow Sponsor Body.

3) Portfolio Performance Report

The Committee noted the Parliamentary Portfolio Performance Report for January 2019.

4) Pass Office

The Committee noted an update on the Pass Office.

5) Quarterly Report on Corporate Performance

The Committee noted the Quarterly Report on Corporate Performance.

6) Financial Monitoring Report

The Committee noted the revised resource Administration Supplementary Estimate.

7) Date and time of next meeting

Tuesday 19 March 2019, 12pm.

DECISIONS — TUESDAY 19 MARCH 2019

Present: **Chris Bryant, Mr Clive Betts, Bambos Charalambous, Sir Geoffrey Clifton-Brown, Neil Gray, and Mark Tami.**

Apologies: **Luke Graham.**

In attendance: **Ian Ailles,** Director General of the House of Commons; **Myfanwy Barrett,** Director of Finance and Managing Director, Corporate Services; **Matthew Hamlyn**, Senior Responsible Owner, Elizabeth Tower project; **Charlotte Claughton**, Senior Project Leader, Strategic Estates, and **Gordon Phillips**, Assistant Director, Strategic Estates Project Delivery, **Richard Blake**, Director, Parliamentary Procurement and Commercial Service, **Mostaque Ahmed**, Director of Finance, House of Lords, **Jennifer Crook,** Head of Diversity and Inclusion, **Tom Healey, Director**, Shadow Sponsor Body.

1) Matters arising from the Informal Note

The Committee approved the informal note.

2) Declaration of Interests – Bambos Charalambous

The Committee noted the Member's entry in the Register of Members' Financial Interests.

3) Restoration and Renewal Programme: financial position

The Committee noted the financial position of the R&R Programme.

4) Elizabeth Tower refurbishment project: update

The Committee noted an update on the Elizabeth Tower project.

5) Contract management update

The Committee noted progress on contract management to date, the additional initiatives in train, and those under further consideration.

6) Pathway to Success: leadership development programme

The endorsed the development of the proposal and the potential financial implications.

7) Legacy/Masterplanning workshop outcomes, including potential legacy options for Richmond House

The Committee endorsed the workshop outcomes and the suggested legacy options for Richmond House.

8) Financial Monitoring Report

The Committee noted the financial position as at 31 January 2019.

9) Date and time of next meeting

Tuesday 23 April 2019, 12pm.

DECISIONS—TUESDAY 23 APRIL 2019

Present: **Chris Bryant (Chair), Mr Clive Betts, Bambos Charalambous, Sir Lindsay Hoyle, Neil Gray, Mark Tami.**

Apologies: **Sir Geoffrey Clifton-Brown.**

In attendance: **Ian Ailles,** Director General of the House of Commons; **Myfanwy Barrett,** Director of Finance and Managing Director, Corporate Services; **Philip Collins,** Director of Corporate Finance & Performance, Corporate Services; **Mostaque Ahmed,** incoming Director of Finance; **Tom Healey,** Director, shadow Sponsor Body; **Wendy Cartwright,** R&R Programme HR Lead.

1) Matters arising from the Informal Note

The Committee approved the informal note.

2) Recruitment to the Palace of Westminster Restoration and Renewal Delivery Authority Board

The Committee agreed to recommend to the House of Commons Commission the proposed approach to the Delivery Authority's senior recruitments.

Restoration and Renewal Programme: Financial Position

The Committee noted the financial position.

3) Northern Estate Programme: Communications and engagement on the planning applications

The Committee noted the paper.

4) Financial Remit for 2020–21

The Committee considered the draft remit for the new planning round.

5) Moves Programme and Property Acquisition

The Committee recommended to the House of Commons Commission that the Administration Capital Estimate for 2019–20 be increased by £104.4m to £348.5m, and that the cash limit be also increased by £104.4m to cover the purchase of 21 Dartmouth Street.

The Committee noted the cashflow situation and likely timing of payments.

6) **Fire safety in Parliament**

The Committee noted an oral update from the Director General of the House of Commons.

7) **Status of the domestic committees after a General Election**

The Committee noted the paper.

8) **Financial Monitoring Report**

The Committee noted the financial position as at 28 February 2019.

9) **Papers to note:**

The Committee took note of the following papers:

- **Portfolio performance report: March 2019**
- **Shadow Sponsor Body: Board minutes of 11 February 2019**

10) **Date and time of next meeting**
Tuesday 14 May 2019, 12 noon.

DECISIONS—TUESDAY 14 MAY 2019

Present: **Chris Bryant (Chair), Mr Clive Betts, Bambos Charalambous, Sir Geoffrey Clifton-Brown, Luke Graham, Neil Gray, Stephen McPartland, Mark Menzies, Mark Tami.**

Apologies: **Luke Graham, Sir Lindsay Hoyle, Sir Robert Syms.**

In attendance: **Ian Ailles**, Director General of the House of Commons; **Mostaque Ahmed**, Director of Finance and Managing Director, Corporate Services; **Philip Collins**, Director of Corporate Finance & Performance, Corporate Services; **John Cryer**, Programme Director, Northern Estate Programme; **Amanda Colledge**, Business Case Manager, Northern Estate Programme; **Kate Emms**, Director, Restoration & Renewal shadow Sponsor Body; **Marta Phillips OBE**, Shadow Sponsor Body board member; **David Hemming**, Deputy Managing Director, Strategic Estates; **Tracey Jessup**, Managing Director, Parliamentary Digital Service, and Chief Information Officer; **Steven Mark**, Director, Cyber Security Programme; **Eric Hepburn**, Director of Security for Parliament; **Fay Tennet**, Deputy Director of Security (Operations); and **Emily Baldock**, Deputy Director of Security (Strategy and Services).

1) Matters arising from the informal note

The Committee approved the informal note.

2) Northern Estate Programme outline business case

The Committee agreed to recommend to the House of Commons Commission that it agree:

- **The scope, funding and schedule envelope;**
- **Funding to be released to progress to detailed design and procurement, undertake further surveys and progress enabling works (total £163m); and**
- **Setting up appropriate planning performance agreements (PPAs) with Westminster City Council and equivalents where applicable with Historic England.**

The Committee also noted:

- **The total estimated cost of the NEP is currently £1.3–1.6bn; this represents on a like-for-like basis a reduction of £30m or 2% since the Commission endorsed the masterplan in January 2018, the balance of movement from £1.26bn being increases in scope requested or items that were explicitly excluded from the initial costing.**

- **The completion date is estimated at between May 2025 and May 2027, which represents a movement of approximately 5 months since January 2018.**
- **A public consultation started on 8 May and concludes at the end of June, which has raised the public profile and associated communications requirements. This is alongside a continued consultation with Members.**
- **A fire strategy that includes a residual need for a managed evacuation where self-evacuation is not achievable.**

3) Quarterly progress report from the R&R shadow Sponsor Body to the Commissions: third report (Q4 of 2018/19)

The Committee noted the quarterly progress report from the shadow Sponsor Body for quarter 4 of 2018/19.

4) Palace of Westminster Restoration and Renewal Programme: Strategic Theme goals

The Committee endorsed the revised set of Strategic Theme goals for the Restoration and Renewal Programme.

5) Quarterly portfolio performance report

The Committee noted the Parliamentary Portfolio Performance Report for January 2019.

6) Financial Remit for 2020–21 onwards

The Committee agreed its advice to the House of Commons Commission on the financial remit for the new planning round.

7) Parliamentary Security Department update

The Committee noted an update from the Parliamentary Security Department.

8) Date and time of next meeting
Tuesday 18 June 2019, 12 noon.

DECISIONS—TUESDAY 18 JUNE 2019

Present: **Chris Bryant (Chair), Mr Clive Betts, Bambos Charalambous, Sir Geoffrey Clifton-Brown, Sir Lindsay Hoyle, Mark Menzies, Mark Tami.**

Apologies: **Luke Graham, Neil Gray.**

In attendance: **Ian Ailles**, Director General of the House of Commons; **Mostaque Ahmed**, Managing Director, Finance, Portfolio & Performance; **Philip Collins**, Director of Corporate Finance & Performance; and **Kate Emms**, Director, Restoration & Renewal shadow Sponsor Body.

1) Matters arising from the informal note

The Committee approved the informal note.

2) Annual Financial Review 2018–19

The Committee noted the provisional outturn positions for the resource and capital estimates.

3) Restoration and Renewal Programme financial position

The Committee noted the financial position of the R&R Programme as at April 2019.

4) R&R revised Memorandum of Understanding between the R&R Programme and Parliament

The Committee endorsed the revised Memorandum of Understanding between the R&R Programme and Parliament during the remainder of the shadow phase.

5) Merger of the R&R and Northern Estate Programmes (verbal update)

The Committee noted a verbal update from the Director General of the House of Commons on the merger of the Restoration and Renewal and Northern Estate Programmes.

6) Quarterly corporate performance report

The Committee noted the quarterly corporate performance report for Q4 of 2018/19.

7) Papers to Note

The Committee took note of the following papers:

- **Member accommodation during the Northern Estate Programme**

- **Shadow Sponsor Body – agreed minutes of 18 March 2019 meeting**
- **Performance Portfolio Report**

8) Date and time of next meeting

Tuesday 9 July 2019, 12 noon.

DECISIONS—TUESDAY 9 JULY 2019

Present: **Chris Bryant (Chair), Mr Clive Betts, Sir Geoffrey Clifton-Brown, Luke Graham, Neil Gray, Mark Tami.**

Apologies: **Bambos Charalambous, Sir Lindsay Hoyle, Stephen McPartland, Mark Menzies, Sir Robert Syms.**

In attendance: **Ian Ailles,** Director General of the House of Commons; **Mostaque Ahmed,** Managing Director, Finance, Portfolio & Performance; **Philip Collins,** Director of Corporate Finance & Performance; **Tracey Jessup,** CIO and Managing Director, PDS; **Tim Youngs,** Director of Resources, Parliamentary Digital Service; **Peter Lamb,** Head of Finance, Parliamentary Digital Service; **Patrick Vollmer,** Director of Library Services and Librarian, House of Lords and Senior Responsible Officer, Skype for Business Programme; **Alexandra Smith,** Programme Manager, Skype for Business Programme; **Penny Young,** Managing Director, Research & Information; **Bryn Morgan,** Director of Research Development; **Hannah Ufland,** Strategic Engagement Lead; **Rhiannon Hollis,** Head of Private Office; **Carlos Bamford,** Managing Director, In-House Services; and **Chris Sear,** Customer Experience and Service Delivery Director.

1) Matters arising from the informal note

The Committee approved the informal note.

2) Parliamentary Digital Service update

The Committee noted the update from the Parliamentary Digital Service for 2018/19.

3) Telephone Replacement Programme (Skype for Business)

The Committee noted a paper on the introduction of Skype for Business.

4) Research and Information annual report

The Committee noted the annual report from the Research and Information Team for 2018/19.

5) House of Commons strategy refresh

The Committee noted the current proposed House of Commons Strategy and Delivery Plan.

6) Portcullis House atrium

The Committee considered a proposal for the removal of the fountains in Portcullis House.

7) Restoration and Renewal Programme: financial position

The Committee noted the financial position of the Restoration and Renewal Programme.

8) Annual Financial Review: follow-up

The Committee noted a follow-up paper from its consideration of the Annual Financial Review at its June 2019 meeting.

9) Financial Monitoring Report

The Committee noted a verbal update on the financial position.

10) Papers to Note

The Committee took note of the following papers:

- **Shadow Sponsor Body – agreed minutes of 29 April 2019 meeting**

11) Date and time of next meeting

Tuesday 3 September 2019, 12 noon.

DECISIONS—TUESDAY 3 SEPTEMBER 2019

Present: **Chris Bryant (Chair), Mr Clive Betts, Bambos Charalambous, Neil Gray, Sir Lindsay Hoyle, Mark Tami.**

Apologies: **Sir Geoffrey Clifton-Brown, Luke Graham, Stephen McPartland, Mark Menzies, Sir Robert Syms.**

In attendance: **Ian Ailles**, Director General of the House of Commons; **Mostaque Ahmed**, Managing Director, Finance, Portfolio & Performance; **Selvan Saba**, Head of Financial Planning and Analysis; **Eric Hepburn**, Director of Security; **Will Norman**, the Mayor of London's Walking & Cycling Commissioner, **Kevin Goad**, Westminster City Council's Director of City Highways; **Kate Emms**, Interim Director, Restoration & Renewal shadow Sponsor Body; **Marta Phillips**, Shadow Sponsor Board member; **Susannah Street**, Secretary to the Shadow Sponsor Board; **Hannah Ufland**, Strategic Engagement Lead; **Rhiannon Hollis**, Head of Private Office; **Sarah Davies**, Clerk Assistant and Managing Director; **Ed Beale**, Head of Team Services; **Claire Quigley**, Finance Business Partner; and **Aidan Blount**, Finance and Business Support Manager, Chamber and Committees Team.

1) Matters arising from the informal note

The Committee approved the informal note.

2) Chair's business

The Committee noted updates from the Chair on matters arising over the summer recess.

3) Parliament Square Streetscape Project update (FC 17-19/132)

The Committee agreed in principle to the development of the of the Parliament Square Streetscape Project, with a final decision to be made as part of the Medium-Term Investment Plan process.

4) Shadow Sponsor Body Q1 report (FC 17–19/133 and 133A)

The Committee noted the quarterly report from the shadow Sponsor Body to the Commissions for quarter 1 of 2019/20.

5) House of Commons Corporate Strategy Refresh (FC 17–19/134)

The Committee noted the updated House of Commons Corporate Strategy, and the proposed next steps for its implementation.

6) Financial monitoring report (FC 17–19/135)

The Committee noted:

- **The potential for an Administration Estimate Capital Supplementary;**
- **Uncertainties around Administration Estimate non-cash items; and**
- **The Potential for a Members Estimate cash Supplementary.**

7) Chamber and Committees Team annual report and forward look (FC 17–19/136)

The Committee noted the annual report and forward look.

8) Papers to Note

The Committee took note of the following papers:

- **Letter to the Clerks and DG on the postponement of fire safety works to Speaker's House**
- **Portfolio Performance Report**
- **Note from visit to Buckingham Palace on 9 July**
- **SSB agreed minutes of 10 June**
- **SSB agreed minutes of 1 July**
- **SSB agreed minutes of 15 July**
- **Telephone Replacement Programme: Letter from Patrick Vollmer and Tracey Jessup**

9) Date and time of next meeting

Tuesday 22 October 2019, 12 noon.

DECISIONS—TUESDAY 22 OCTOBER 2019

Present:	**Chris Bryant (Chair), Mr Clive Betts, Sir Geoffrey Clifton-Brown, Sir Lindsay Hoyle, Mark Menzies, Mark Tami.**
Apologies:	**Bambos Charalambous, Luke Graham, Neil Gray, Stephen McPartland, Sir Robert Syms.**
In attendance:	**Mostaque Ahmed**, Managing Director, Finance, Portfolio & Performance; **Philip Collins**, Director of Corporate Finance & Performance; **Bev Weston**, Director of Capital Investments, Strategic Estates; **Siôn Hamilton**, Customer and Engagement Partner, Strategic Estates; **Mandy Eddolls**, Managing Director of HR & Diversity; **Reg Perry**, Head of Reward and Employee Engagement, HR & Diversity; **Carlos Bamford**, Managing Director of In-House Services; **Donald Grant**, Director of Property, Planning & Design; **Patsy Richards**, Decant Director; **Paul McCarthy**, Head of Property Portfolio; **Dominic Bransden**, Head of Accommodation; **Mike Brough**, Director of Commissioning and Delivery Assurance, Strategic Estates; **Emily Baldock**, Deputy Director of Security (Strategy and Services); and **Eric Hepburn**, Director of Security for Parliament.

1) Matters arising from the informal note

The Committee approved the informal note.

2) Chair's business

The Committee noted a letter from the Trade Union Side on staff pay.

3) Portfolio Performance Report (FC 19/01)

The Committee noted the Parliamentary Portfolio Performance Report for September 2019.

4) Use of Printed Screens to Dress Scaffolding on Parliamentary Buildings (FC 19/02)

The Committee noted the paper.

5) Pay reform (FC 19/03)

The Committee noted the intended approach for scoping and developing proposals for pay reform.

6) Removal of PCH Atrium fountains to provide additional seating (FC 19/04 and 04A)

The Committee approved the proposal for the removal of the fountains to install new business style seating.

The Committee noted that the works were likely to commence during the Christmas recess, or the election period, should an election take place before Christmas.

7) 50 Broadway lease (FC 19/05)

The Committee noted the update.

8) Palace Accommodation update (FC 19/06)

The Committee noted the update.

9) R&R spend update (FC 19/07 and 07A)

The Committee noted the financial position of the Restoration and Renewal Programme.

10) Integration of the Restoration and Renewal and Northern Estate Programmes (FC 19/08)

The Committee:

- **noted the shadow Sponsor Board's decision that the R&R Programme and Northern Estate Programme (NEP) should be brought under the scope of the Sponsor Body and delivered jointly by the Delivery Authority after it becomes substantive in April 2020;**
- **Subject to the successful completion of an accountability transfer review (ATR), noted that the proposed transfer of accountability for the sponsorship of the Northern Estate Programme from the Director General of the House of Commons, Ian Ailles, (as the SRO) to the shadow Sponsor Body by the end of 2019;**

- **noted the proposed approach to the convergence of the two programmes in the meantime; and**
- **endorsed the proposed approach to formalising the integration of the two programmes under section 1 of the Parliamentary Buildings (Restoration and Renewal) Act 2019.**

11) Key issues for the 2020/21 – 23/24 Medium Term Financial Plan (FC 19–20/09)

The Committee:

- **noted the implications for the financial planning round; and**
- **provided an early steer on the potential funding of the OSCE PA conference.**

12) Grants to Inter-Parliamentary Groups, the History of Parliament Trust and the Association of Former Members of Parliament (FC 19–20/10)

The Committee agreed its advice to the House of Commons Commission on changes to the grants to Inter-Parliamentary Groups, the History of Parliament Trust and the Association of Former Members of Parliament.

13) Fees and charges (FC 19–20/11)

The Committee re-confirmed the Fees and Charges Policy; noted the proposed changes to broadcasting fees; and approved the schedule of fees and charges for 2020-21.

14) New Security Measures for Members' Away from the Estate (FC 19–20/12)

The Committee noted the new IPSA-funded measures and the approach to delivery; and agreed to recommend to the House of Commons Commission funding external CCTV coverage of the approaches to Members' homes.

15) Papers to Note

The Committee took note of the following paper:

- **Speaker's Advisory Committee on Works of Art, Annual Report 2018–19. (FC 19–20/14)**

16) Date and time of next meeting

Tuesday 19 November 2019, 12 noon.