

HOUSE OF COMMONS COMMISSION / MEC

**Monday 9 November 2020 at 10.00 am
Meeting in the Clerk of the House's Office
and via Microsoft Teams**

Present:

The Speaker, in the Chair
Jacob Rees-Mogg
Valerie Vaz
Sir Charles Walker
Dame Rosie Winterton
Pete Wishart
Dr John Benger (Clerk of the House)
Ian Ailles (Director General)
Jane McCall (External member)
Dr Rima Makarem (External member)

DECISIONS

COMMISSION

1. Reports and updates

- a) Covid-19 update
- b) TUS and Members' staff update
- c) Written updates from the Domestic Committees and Audit Committee
- d) House Service update

The Commission took note of the updates.

2. Appointment of members of the Independent Expert Panel

The Commission agreed:

- to nominate eight candidates to be the members and Chair of the Independent Expert Panel, subject to the satisfactory completion of pre-appointment checks;
- the three candidates as reserve candidates to be nominated should one of the nominees be unable to take up the appointment;
- that if any of the recommended candidates is unable to take up their appointment, or a further vacancy arises in the next 12 months, the Commission can nominate one of the reserve candidates in their place; and
- to publish a [report](#) setting out the proposed Panel membership ahead of the House being asked to approve the Panel's appointment.

3. Service restriction and adaptation: guidance for managers on exercising their duty of care

The Commission endorsed the guidance for managers.

4. Clerk's management and team structure review

The Commission approved the following changes to the management and team structure of the House Service:

- A. The Chamber and Committees Team will be divided into two teams: The Chamber and Participation Team and the Select Committees team. The heads of both these teams will sit on the Commons Executive Board.**
- B. The majority of the Participation team (including Education, Visitor Services, most of Outreach) will become part of the newly created Chamber and Participation Team which will be headed by the Clerk Assistant. The retail and heritage collection teams will join the In-House Services and Estates Team.**
- C. The Serjeant at Arms team will join the Chamber and Participation Team. The room booking and access coordinators will remain with the In-House Services and Estates Team.**
- D. Speaker's Counsel will join the Commons Executive Board.**
- E. The cultural transformation team will move to be a part of the HR team and the Innovation and Improvement team will move to the Governance and Strategic Business Resilience team.**
- F. A protocol team will be established in the Speaker's Office to manage inward visits (international and UK) to the Speaker, travel by the Speaker and conferences hosted by the Speaker.**
- G. The Overseas Office will be renamed as the Interparliamentary Relations Office and will continue as the strategic lead on international engagement within the House.**
- H. The new departmental structure will take effect from 1 April 2021.**

5. Update on Commons Estate refurbishment and closure of the Northern Estate Programme

The Commission:

- Approved the closure of the Northern Estate Programme and the new approach of a more agile portfolio of projects, with an initial portfolio of 1 Derby Gate, Richmond House, and Norman Shaw North and enabling building services and infrastructure works to facilitate the renovation of Norman Shaw North;**
- Noted that it would be asked to approve the cost and plans in more detail in February 2021; and**
- Noted that further projects within the agile portfolio would be brought to the Commission as the portfolio moved forward.**

6. Papers to note

The Commission noted the following papers:

- Gender Sensitive Parliament Audit update**
- R&R Programme Quarterly Report Q2 2020–21**
- Draft Forward Programme**
- Deliberations from Tuesday 6 October**

- Deliberations from Monday 12 October
- Deliberations from Monday 19 October

COMMISSION/MEC

7. Any other business

There was no other business.

8. Date of next meeting

The next meeting of the Commission/MEC will take place on Monday 14 December at 10.00 am in the Speaker's Study and via Microsoft Teams.