

ADMINISTRATION COMMITTEE

Note of Discussion for the meeting held on Monday 27 March 2023 at 4.30pm in Committee Room 16 [ND 28]

Members present:

Michael Fabricant
Marion Fellows
Sir Greg Knight

Mrs Pauline Latham
Dame Maria Miller
Giles Watling

In the absence of the Chair, Dame Maria Miller was called to the chair.

1. Informal Note

The Committee **agreed** the Informal Note of its meeting on 20 March.

2. Follow-up correspondence on Members' induction – General Election Planning and Services inquiry

Decision

The Committee **agreed** the follow-up correspondence on evidence heard on Members' induction.

3. Strategic focus — Provide excellent services to Members

Ashley Blattner, Head of Switchboard Services, Gabriela Gandolfini, Customer Services Director, Alex Noonoo, Deputy Director of Internal Communications, House of Commons, and Sarah Hartwell-Naguib, Deputy Managing Director, Parliamentary Digital Service, Libby Kurien, Director of Business Change, Parliamentary Digital Service, and Graham Peek, Head of Members' Services, Parliamentary Digital Service, briefed the Committee.

Ms Hartwell-Naguib spoke about work to migrate oral and written evidence for select committees going back to 1995 into the new parliamentary website and a search function so that it could be found more easily online. This would be completed by the end of April.

Mr Noonoo spoke about the development of ParliNet, the new parliamentary intranet site, which would be launched in September. The new intranet would be more responsive and mobile friendly than the previous iteration making it easier to find information and access services with a focus on better signposting of content for users. He sought volunteers from the Committee to assist with research to better reflect the needs of users. Several Members said they would be happy to assist.

Ms Kurien spoke about the Understanding Proceedings Project work to improve digital information on parliamentary proceedings and its navigation by users. Following user research, incremental changes had been made to digital information to improve signposting and the consolidation of information. She would be happy to provide further updates on this work and to hear the Committees' views on future improvements.

A Member asked when improvements would be made to information provided through the Annunciator such as on the timings of business. This was supported by the Chair, who added that it would also be useful to have information on when to raise points of order.

A Member praised the teams involved in producing the Annunciator app.

Decision

The Committee **noted** the updates.

4. Any other business

Committee action tracker

The Committee **noted** the action tracker.

The Committee will next meet on Monday 17 April at 4.30pm.