ADMINISTRATION COMMITTEE

Note of Discussion for the meeting held on Monday 17 April 2023 at 4.30pm in Committee Room 5 [ND 29]

Members present:

Sir Charles Walker (in the Chair)

John Cryer
Michael Fabricant
Sir Greg Knight
Mrs Pauline Latham
Dame Maria Miller
Jessica Morden
Mark Tami
Giles Watling

1. Informal Note

The Committee **agreed** the Informal Note of its meeting on 27 March.

2. General introduction from new Director of Strategic Estates

Chris Elliott, Managing Director of Strategic Estates, briefed the Committee.

The Committee welcomed Mr Elliott's remarks and wished him well with his new role.

3. General update on Portcullis House

Gemma Collins, Director of Design and Planning, and Tim Killip, Director of Maintenance briefed the Committee.

Decision

The Committee **noted** the update and would write to offer any support that would be helpful for the team in ensuring the work to the atrium was delivered as quickly as possible.

4. Update on Masterplan Report

Bev Weston, Director of Capital Investment, Strategic Estates, briefed the Committee.

Ms Weston set out the purpose of the Masterplan Report; that it would put the customer at the centre of decision making around the Estate and guide all projects across the wider Parliamentary Estate, including R&R which looked specifically at the Palace. Use of the Development Framework and Masterplan Report would allow the balancing of competing priorities on the estate and be part of the business case process. The Commission would consider the Masterplan in May.

Decision

The Committee **took note** of the completion of the Masterplan Report and guiding principles.

The Committee **took note** of the intended use of the Masterplan Report as part of the capital investment decision-making process by Strategic Estates.

5. Any other business

<u>Committee action tracker</u>

The Committee **noted** the action tracker.

The Committee will next meet on Monday 24 April at 4.30pm.