

ADMINISTRATION COMMITTEE

Note of Discussion for the meeting held on Monday 15 May 2023 at 4.30pm in Committee Room 6 [ND 31]

Members present:

Sir Charles Walker (in the Chair)

John Cryer
Michael Fabricant
Marion Fellows
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 24 April.

Matters arising

Suspension of a former Member's pass

The Committee **noted** further correspondence from the former Member whose pass had been suspended, **reaffirmed** its decision to suspend the pass until further notice, and **agreed** that it would not be revisiting the matter.

2. Attendance statistics

The Committee considered the statistics on Members' attendance as at 31 March.

Decision

The Committee **agreed** the statistics for publication on its website.

3. Inquiry into communications and engagement services provided by the House of Commons Administration

The Committee considered the draft terms of reference and forward programme for its proposed inquiry.

Decision

The Committee **agreed**:

- to conduct an inquiry into the communications and engagement services provided by the House of Commons Administration;
- the Terms of Reference for the inquiry; and
- the future programme of work.

4. Focus on communications: promoting the work of Parliament

Anikka Weerasinghe, Director of Communications and Engagement, Select Committee Team, and Pippa Lansdell, Head of Communications, Research and Information, briefed the Committee.

Ms Weerasinghe provided an overview of the work and role of the Select Committee Communications Team which included a recent review of the House's communications capabilities.

Ms Lansdell spoke about the work of the Research and Information Communications Team, the main aim of which was to ensure that Members and their staff were aware of the services provided by the Library and the Parliamentary Office Of Science and Technology (POST) and how to find the information they needed.

Matt Ringer, Director of Participation, Fran Jeens, Head of Education and Engagement, and Matt Morgan, Head of Visitors' Services, briefed the Committee.

The Committee **noted** the updates.

5. Any other business

Committee action tracker

The Committee **noted** the action tracker.

Correspondence

The Committee **noted** the following correspondence:

- A letter from the Rt Hon Alison Johnstone MSP, Presiding Officer of the Scottish Parliament, relating to the Committee's report on support for departing MPs.
- A letter from the Hon. Anthony Rota MP, Speaker of the Canada House of Commons, relating to the Committee's report on support for departing MPs.

The Committee will next meet on Monday 22 May at 4.30pm.