

HOUSE OF COMMONS COMMISSION / MEC

**Monday 26 February 2024 at 10.00 am
Meeting in the Speaker's Study**

Present:

The Speaker, in the Chair
Nickie Aiken
Deidre Brock
Sharon Hodgson
Lucy Powell
Sir Charles Walker
Shrinivas Honap (External member)
Catherine Ward (External member)
Marianne Cwynarski (Director General (Operations))
Tom Goldsmith (Clerk of the House)

Apologies: Penny Mordaunt

DECISIONS

COMMISSION/MEC

1. Reports and updates

- a. TUS and Members' staff representatives update
- b. Update from the Administration Committee
- c. Update from the Finance Committee
- d. Update from the Audit Committee
- e. House Administration update

The Commission took note of the updates.

COMMISSION/MEC

2. General Election Planning update

The Commission received an update on election planning by the Administration and welcomed the good progress to date. The Commission noted and discussed security arrangements during the dissolution period and supported the work by the Chair and Director of Security in this area.

The Commission noted the recommendations for election planning proposed by the Administration Committee in December 2023 would be taken forward and agreed to delegate approval for any further Dissolution Guidance updates to that Committee.

COMMISSION/MEC

3. Safety Update

The Commission heard an oral update from the Director of Safety on their initial findings on Health and Safety since joining the Administration and welcomed planned future areas of work.

4. Catering finances

The Commission noted the financial consequences of rising food and staffing costs and agreed a price increase of 5% for cafeterias, 6.5% for dining rooms and 11% for alcohol from April 2024.

The Commission agreed to increase banqueting and events room fees and to bring the Attlee Suite in line with banqueting and event terms and conditions.

These increases were recommended by the Finance and Administration Committees.

Noting that it was necessary to support all users of the Estate by providing catering facilities during varied and unpredictable sitting hours, the Commission agreed the Administration undertake a catering review, and to report back to the Commission.

5. Independent Complaints and Grievance Scheme (ICGS): Multiple Complaints

The Commission agreed changes to the interpretation of the ICGS facilitating multiple complaints policy.

6. Education subsidy update

The Commission noted the update and agreed to maintain the education subsidy formula unchanged.

COMMISSION/MEC

7. Papers to note:

The Commission took note of the following papers:

- Letter to Mr Speaker from Mike Brown, R&R Delivery Authority
- Letter to Patsy Richards from Anne Baldock, R&R Delivery Authority
- Forward programme
- ICGS Quarterly Report
- Q3 Financial Monitoring Report
- Q3 Corporate Performance Report
- Minutes of the Commission meeting held on Monday 15 January 2024

8. Any other business

There was no other business.

9. Date of next meeting

The next meeting of the Commission/MEC will take place on Monday 18 March 2024 at 10.00 am in the Speaker's Study.