



HOUSE OF LORDS SERVICES COMMITTEE

Agenda

The Committee will meet in hybrid on Thursday 21 March at 12.30pm in Committee Room 3A and on Microsoft Teams

1. Apologies

2. Agreeing the minutes of the previous meeting and matters arising

3. Notices from the Chair

S/23-24/23 RESTRICTED

4. For Information: Verbal Update on Victoria Tower

Jake Vaughan, Clerk of Committees and Executive Sponsor

Carolina Filippini, Victoria Tower Project Director, Strategic Estates

There is no paper for this item, the Committee will be provided with a verbal update on the Victoria Tower Project.

5. For Information: Quarterly Security Construction Works Update

Alison Giles, Director of Parliamentary Security, Parliamentary Security Department

Catherine Hallett, Security Portfolio Director, Parliamentary Security Department

Dominic Forbes, Portfolio Director and Senior Responsible Officer, Strategic Estates

S/23-24/24 HIGHLY RESTRICTED: SECURITY

Purpose of paper:

This paper provides an update to the Services Committee on the works being undertaken by Strategic Estates to improve the physical security of the parliamentary estate.

Action for the Committee:

The Committee is invited to take note of the update on the Security works.

6. For Information: Southern Estate projects on site, 2024 lookahead

Dominic Forbes, Portfolio Director, Strategic Estates

S/23-24/25 HIGHLY RESTRICTED: SECURITY

Purpose of paper:

This paper provides an update to the Services Committee on the works being undertaken in 2024 by Strategic Estates on the Southern Estate.

Action for the Committee:

The committee is invited to note the proposed activity and provide feedback on engagement activities and proposals.

7. For Decision: Parliamentary Travel Office Update

Susie Latta, Head of Interparliamentary Relations

S/23-24/26 RESTRICTED: COMMERCIAL

Purpose of paper:

This paper provides the Committee with an update on the current Parliamentary Travel Office business and service levels to the House of Lords and requests feedback. It also provides a proposal to extend the current Travel Office management contract.

Action for the Committee:

The Committee is invited to note current service levels provided by the Travel and to provide any further feedback on the Travel Office service provided to Members. The Committee is asked to endorse the proposal to extend the current contract with Reed & Mackay by two more years.

8. For Information: Member Insight Data

Simon Nicholls, Change Projects Lead, Business Improvement and Change

James Whittle, Chief of Staff, Clerk of the Parliaments' Office

S/23-24/27 UNRESTRICTED

Purpose of paper: *To inform the Committee of planned work to improve methods of gathering insights about members' views of House services.*

Action for the Committee: The Committee is asked to note the planned work.

9. For information: Forward Work Programme

S/23-24/28 UNRESTRICTED

10. Any Other Business

Members contacting any of the paper authors listed above to discuss their papers should also copy in the Services Committee inbox: HLServicesCommittee@parliament.uk

Members are free to discuss the contents of restricted papers with their colleagues, unless the paper is marked highly restricted or Parliament secret. Papers marked unrestricted are proactively published.

Emma Burke
Clerk

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