



HOUSE OF LORDS SERVICES COMMITTEE

Agenda

The Committee will meet in hybrid on Thursday 25 April 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/23-24/29 RESTRICTED: MANAGEMENT

4. For Decision: Catering and Retail Services Tariff Review

Stephen Penn, Head of Catering and Retail Services

Purpose of paper:

This paper provides an update to the Committee on the proposed catering tariff changes, with reference to the background, methodology and operational factors that inform and shape these proposals.

Action for the Committee:

The Committee is asked to agree the proposed tariff review.

S/23-24/30 RESTRICTED: MANAGEMENT

5. For Information: Space Utilisation and Pedestrian Traffic Survey: update

James Young, Programme and Assurance Director, R&R Client Team

Point of contact: Marek Kubala

Purpose of paper: *The House of Lords Services Committee approved the Space Utilisation and Pedestrian Traffic Survey in June 2021. As the survey is now nearing its start date, the Restoration and Renewal (R&R) Client Team have provided the Committee with an update on the survey and communications to members.*

Action for the Committee: *The Committee is asked to note the update on the R&R Space Utilisation and Pedestrian Traffic Survey.*

S/23-24/31 RESTRICTED: MANAGEMENT

6. For Information: Proposal for a Parliamentary Digital Services administered Members' Roundtable

Sarah Hartwell-Naguib, Deputy Managing Director of the Parliamentary Digital Service

Point of contact: Jessica Wycliffe

Purpose of paper: *This paper proposes the establishment of a Parliamentary Digital Services (PDS) administered Parliamentary Digital Services Members' Roundtable for the House of Lords. This would replace the current support that PDS provides to the self-organised group of members known as the Digital User Group.*

Action for Committee: *The Committee is asked to note the proposal for a Parliamentary Digital Services Members' Roundtable.*

S/23-24/32 RESTRICTED: MANAGEMENT

7. For Information: Fire Safety Awareness Training

Mathew Chandler, Director of Estates and Facilities

Purpose of paper: *This paper provides the Committee with an update on the number of members of the House of Lords who have completed the 'Annual Fire Safety Awareness' training course in the last year.*

Action for the Committee: *The Committee is invited to note the current completion levels.*

S/23-24/33 RESTRICTED: MANAGEMENT

8. For Information: Estate Works Update

Mathew Chandler, Director of Estates and Facilities

Justin Hills, Deputy Director of Estates and Facilities

Purpose of paper: *This paper provides an update on works including repairs and projects, on the House of Lords and relevant related parts of the Parliamentary Estate, that might have an impact on or be of particular interest to members.*

Action for the Committee: *The Committee is invited to note the estate works programme update.*

S/23-24/34 RESTRICTED: MANAGEMENT

9. For Information: Letter from House of Commons Administration

Committee: Broadcasting Recommendations

Purpose of paper: *The Chair of the House of Commons Administration Committee has written to the Services Committee to set out the recommendations reached in the Administration Committee's review of Broadcasting. The cover note sets out the areas the Committee may wish to consider when providing feedback to the Administration Committee.*

Action for the Committee: *The Committee is asked to note the recommendations and provide any feedback.*

S/23-24/35 RESTRICTED: MANAGEMENT

10. For information: Forward Work Programme

S/23-24/36 UNRESTRICTED

11. Any Other Business

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