

ADMINISTRATION COMMITTEE

Note of discussion for the meeting held on Monday 3 July 2023 at 4.30pm in Committee Room 5 [ND36]

Members present:

Sir Charles Walker (in the Chair)

Sir Michael Fabricant
Marion Fellows
Sir Greg Knight

Mrs Pauline Latham
Navendu Mishra
Mark Tami

1. Committee membership

The Chair welcomed Navendu Mishra to the Committee.

Declaration of interests

Navendu Mishra declared his interests, in accordance with the Resolution of the House of 13 July 1992 (see Appendix to the Formal Minutes).

In addition, Navendu Mishra declared a non-pecuniary interest that he was a member of the GMB and Unite Unions.

2. Informal Note

The Committee agreed the Informal Note of its meeting on 26 June.

Matters arising

Maintenance issues

The Committee considered a note from the Director of Parliamentary Maintenance Services responding to several maintenance issues raised at the last meeting.

3. Update from Secretary to the House of Commons Commission

Gosia McBride, Secretary to the Commission, briefed the Committee on the agenda for the forthcoming meeting of the Commission.

Decision

The Committee **noted** the update.

4. Updates on major building projects: Norman Shaw North and the Victoria Tower

Carolina Filippini, Assistant Director of Strategic Estates, and Jake Vaughan, Clerk of Committees, House of Lords, provided an update on the Victoria Tower project and Andrew

Williams, Norman Shaw North Project Director, provided an update on Norman Shaw North works [Bev Weston, Senior Responsible Owner for both projects, also attended for this item].

Decision

The Committee:

- **noted** the update on Norman Shaw North; and
- **noted** the update on the Victoria Tower project.

5. Refresh of Portcullis House Atrium

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

Ms Collins gave a visual presentation on new furniture for Portcullis House Atrium. Mr Killip reported that his team was continuing work on replacing the floor in PCH and it was expected to be completed by 17 July and open to use before the summer recess.

Decision

The Committee **noted** the update.

6. Heating and cooling policy for the Parliamentary Estate

Gemma Collins, Director of Design and Planning, and Tim Killip, Director of Maintenance, briefed the Committee on a new Heating and Cooling Policy and temperature thresholds for buildings on the Parliamentary Estate. This would ensure that risks could be assessed and mitigations could be put in place for building temperatures for the safety and comfort of those working on the Estate.

Decision

The Committee **noted** the approach for heating and cooling buildings on the Parliamentary Estate.

7. Any other business

Committee action tracker

The Committee **noted** the action tracker.

The Committee will next meet Monday 17 July at 4.30pm.