

ADMINISTRATION COMMITTEE

Note of Discussion for the meeting held on Monday 11 September at 4.30pm in Committee Room 6 [ND 38]

Members present:

Sir Charles Walker (in the Chair)

John Cryer
Michael Fabricant
Marion Fellows

Navendu Mishra
Mark Tami

1. Informal Note

This item was deferred until the next meeting.

2. Communications and engagement services inquiry — written evidence:

That the written evidence relating to Communications and engagement services [CES0009] be reported to the House for publication.

3. Update on RAAC and Portcullis House Atrium roof

Gemma Collins, Director of Design and Planning, provided an update following recent concerns over structural failures in buildings where Reinforced Autoclaved Aerated Concrete (RAAC) had been used and on issues with the Portcullis House Atrium roof.

Decision

The Committee **noted** the update.

4. Introductory session with the incoming Clerk of the House

Tom Goldsmith, incoming Clerk of the House, briefed the Committee.

Mr Goldsmith spoke about his career in the House and his priorities as the new Clerk. In-line with the House Service Strategy, his high-level objective was to ensure that Members were provided with excellent services, that they were at the heart of everything the House did and that Member services were seen as a priority.

Decision

The Committee **noted** the update and welcomed Mr Goldsmith to the role.

5. Eligibility and prioritisation of use of the House of Commons Nursery

Dominic Bransden, Head of Accommodation and Demand Strategy, briefed the Committee.

Decision

The Committee **noted** the update.

6. Provision of period products

Dominic Bransden, Head of Accommodation and Demand Strategy, briefed the Committee.

Decision

The Committee **agreed** to formally extend the trial to a permanent provision and **supported** widening free provision of period products in all female, gender-neutral and accessible toilets, leaving the operational decisions to the discretion of officials overseeing this work.

7. General update from the Parliamentary Health and Wellbeing Service, including on the provision of defibrillators across the Estate

Josie Lazenby, Head of the Parliamentary Health and Wellbeing Service (PHWS), briefed the Committee.

Ms Lazenby said that there were 32 defibrillators on the Parliamentary Estate. A maintenance and upgrade programme was underway and the House was working with the London Ambulance Service and the Metropolitan Police to share expertise in this area. Maps had been updated with red hearts indicating the location of defibrillators on the Estate and the PHWS was working with heads of teams to develop communications on the subject. Posters had also been displayed across the Estate. The House was also working with Lifenet to arrange the loan of five new defibrillators with enhanced functionality. These would be fully automated with clear instructions and would be ready when needed.

A Member suggested that Members should receive quarterly reminders for awareness of the location of defibrillators and their use. Ms Lazenby said that the London Ambulance Service had agreed to send five members of ambulance staff to provide mini training sessions during National Heart Monitoring Week in October. She asked if the Committee would be happy to support this training taking place in Portcullis House Atrium. Permission would also be sought from Mr Speaker.

Decision

The Committee **noted** the update.

8. Any other business

Meal options and food labelling

A Member said that several Members had commented on the lack of halal and kosher meal options in catering venues, and reported a lack of vegetarian options in the Members' Tea Room. Members on the Committee reported that labelling on products is unclear for lactose intolerant people. James Turner (Director of Customer Experience and Service Delivery, in attendance) said that the House provided halal and kosher meal options and that he would provide the Member with further information on the other issues raised.

Committee action tracker

The Committee **noted** the action tracker.

The Committee will next meet on Monday 18 September at 4.30pm.