ADMINISTRATION COMMITTEE

Note of Discussion for the meeting held on Monday 18 September at 4.30pm in Committee Room 6 [ND 39]

Members present:

Sir Michael Fabricant	Navendu Mishra
Marion Fellows	Giles Watling
Dame Maria Miller	

In the absence of the Chair, Dame Maria Miller was called to the Chair.

1. Informal Notes

The Committee **agreed** the Informal Notes of its meetings on 17 July and 11 September.

2. Proposed changes to how hardware is supplied to Members' offices, and other updates from the Parliamentary Digital Service

Dan Cook, Deputy Managing Director, Graham Peek, Head of Members' Services, and Rob Sanders, Director of Digital Customer Services, Parliamentary Digital Service, briefed the Committee on proposed changes to the House's model for providing digital hardware equipment to Members and their offices and provided a general update on digital services.

Mr Sanders said that the revised model had been developed following extensive feedback from Members and their staff with the aim of better meeting their needs. The model would increase the percentage of equipment owned by Parliament, which gave significant advantages in how equipment could be supported and managed, particularly in terms of cyber security. Mr Cook said that the proposals would go to the Finance Committee for further approval and he would return to provide an update on progress at a future meeting.

Decision

The Committee:

- **endorsed** the proposed new model for Members' hardware provisioning as outlined in paragraphs 4–6 of the paper, subject to the usual governance processes of the House;
- **endorsed** the endeavours to ensure that the new model was ready to come into force at the start of a new Parliament; and
- **noted** the general PDS updates.

3. Update from the Parliamentary Travel Office

Marion Fellows MP, Chair of the Travel Office Consumer Panel, and Wesley Auvache, Travel Office Contract Manager, briefed the Committee.

Ms Fellows thanked Debbie McGuire and Sean House (outgoing Contract Managers) for their work supporting the reprocurement of travel services and Milad Amini and Nikita Harkin (Members' staff) during their time as members of the Panel.

Mr Auvache reported:

- that several enhancements had been rolled out for travel services
- an email and telephone service continued to be provided;
- work was being carried out with service provider Reed & Mackay (R&M) to advertise the new offering through drop-in sessions and a presence in the Portcullis House Atrium;

Ms Fellows added that details for the Travel Office would be included in information packs issued by IPSA to new Members.

Decision

The Committee **noted** the contract management changes.

4. Update on implementation of Committee report recommendations and General Election planning

Emily Cathcart, Senior Project Manager for General Election Planning, briefed the Committee.

Ms Cathcart reported on preparations made by the House for the next general election and on work to implement the recommendations of the Committee's report on General Election Planning and Services.

Decision

The Committee:

- **agreed** that both forms of Dissolution guidance (standing and not standing) should be sent to all Members, unless Members had publicly announced their intention to stand down (in which case they should receive just not standing guidance); and
- **noted** the wider updates.

5. Any other business

<u>Committee action tracker</u>

The Committee **noted** the action tracker.

The Committee will next meet on Monday 16 October at 4.30pm.