

ADMINISTRATION COMMITTEE

Note of Discussion for the meeting held on Monday 16 October at 4.30pm in Committee Room 6 [ND 40]

Members present:

Sir Charles Walker (in the Chair)

Sir Michael Fabricant
Navendu Mishra

Giles Watling

1. Informal Note

This item was deferred to the next meeting.

Matters arising

Travel Office app

A Member asked when the Committee would be sent information on the new Travel Office app as promised at the last meeting. It was noted that this would be circulated to the Committee after the meeting and that an update would be included in a future edition of the Chair's Bulletin for Members more widely.

2. Discussion of forward programme

The Committee considered its forward programme.

A Member asked if the security and catering updates could be moved to the meeting on 23 October. The Clerk said that she would be able to move the catering update to 23 October but might not be able to move the security update.

Decision

The Committee **agreed** its forward programme.

3. Update on RAAC (Reinforced Autoclaved Aerated Concrete)

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

Decision

The Committee **noted** the update.

4. Update on Switchboard services and update on the Voice Programme

Switchboard services

Gabriela Gandolfini, Customer Services Director, and Ashley Blattner, Head of Switchboard Services, briefed the Committee.

Voice Programme

Sarah Hartwell-Naguib, Deputy Managing Director of PDS, briefed the Committee.

Ms Hartwell-Naguib, reported on the progress of work to improve and upgrade Parliament's telephony system.

Decision

The Committee **noted**:

- the update on Switchboard services and provided feedback to help the team shape the direction of the service; and
- the update on the Voice Programme.

5. Update on the new Intranet (ParliNet)

Becky Clarke, Internal Communications Manager, and Annabel Ellis, Head of Internal Communications, briefed the Committee.

Ms Clarke gave a demonstration of ParliNet. The new intranet had improved functionality, was more intuitive and accessible than previously and could be accessed on mobile and tablet devices. It would be updated based on user journeys. The old intranet website would be switched off on 25 October.

Decision

The Committee **noted** the update.

6. Dissolution guidance and options for Members and Members' staff whose passes are expiring

John Owen, Senior Responsible Owner for the General Election Programme, and Jack Holden, Senior Project Manager for the General Election Programme, briefed the Committee.

Decision

The Committee:

- **noted** the revised Dissolution guidance;
- **supported** the process for renewing Members' and Members' staff passes; and
- **noted** the potential impacts arising from the Boundary Commission Review.

7. Any other business

Committee action tracker

The Committee **noted** the action tracker.

The Committee will next meet on Monday 23 October at 4.30pm