

ADMINISTRATION COMMITTEE

Note of Discussion for the meeting held on Monday 23 October at 4.30pm in Committee Room 6 [ND 41]

Members present:

Sir Charles Walker (in the Chair)

Sir Michael Fabricant
Marion Fellows
Colleen Fletcher
Sir Greg Knight

Mrs Pauline Latham
Dame Maria Miller
Navendu Mishra
Mark Tami

1. Informal Notes

The Committee **agreed** the Informal Notes of its meetings on 18 September and 16 October.

Matters arising

Portcullis House Advisory Group

Dame Maria Miller was **nominated** to represent the Committee on the new Portcullis House Advisory Group set up by Mr Speaker to manage requests to use the space, including the glass wall, central atrium and exhibitions stands/stalls.

2. Update from the Secretary to the Commission

Gosia McBride, Secretary to the Commission, briefed the Committee.

Decision

The Committee **noted** the update.

3. General update from Catering Services

Robert Gibbs, Acting Director of Catering Services, briefed the Committee.

Decision

The Committee **noted** the update.

4. Update on Intellikey replacement project and general updates from the Accommodation team

Dominic Bransden, Head of Accommodation and Demand Strategy, and Elle Smith, Assistant Director, Strategic Estates, briefed the Committee.

Decision

The Committee:

- **noted** the update on the Intellikeys project and endorse the delivery approach.
- **endorsed** plans to enhance the use of 1 Derby Gate Reading room to provide a Member and Member-staff Library service;
- **noted** updates regarding improvement to welfare spaces across the estate; and
- **noted** the lookahead of works likely to impact Members.

5. Restoration and Renewal update on temporary accommodation

Matt White, Programme Director, R&R Delivery Authority and James Young, Chief of Staff, R&R Client Team, briefed the Committee.

Mr Young reported that the Programme Board had shortlisted two options to take forward on R&R that would form the basis of the strategic case brought to both Houses for debate and agreement to inform the recommendations of client board to take forward and build on.

Decision

The Committee **noted** the update.

6. Update on how the Members' Services Team is preparing for a General Election

This item was deferred to a future meeting.

7. Any other business

Committee action tracker

The Committee **noted** the action tracker.

The Committee adjourned.