

ADMINISTRATION COMMITTEE

Notes of Discussion of the meeting held on Monday 13 November 2023 at 4.30pm in Committee Room 6 [ND01]

Members present:

Sir Charles Walker (in the Chair)

John Cryer
Michael Fabricant
Marion Fellows

Colleen Fletcher
Mrs Pauline Latham

1. Informal Note

The Committee **agreed** the Informal Note of its meeting on 23 October.

2. Informal discussion of Chair's draft Report: Communications and engagement services provided by the House of Commons

The Committee informally considered the Chair's draft Report into communications and engagement services provided by the House of Commons Administration. The Chair asked for Members to submit amendments before the formal Report agreement the following week.

3. Verbal update on the Terrace cafeteria

Robert Gibbs, Acting Director of Catering Services, and James Turner, Director of Customer Experience and Service, briefed the Committee.

Decision

The Committee **noted** the update.

4. Quarterly update on Security Construction Programme works

Dominic Forbes, Senior Responsible Officer, Strategic Estates, and Catherine Hallett, Security Portfolio Director, Parliamentary Security Department, briefed the Committee.

Decision

The Committee **noted** the update.

5. Update from the Members' Services Team on its preparations for a General

Election, and other work

Lara Alexander-Lloyd, Head of MP and MP Staff Engagement, Tara Cullen, Operations Lead for Members' Services Team, Kim McGrath, Head of MP HR Services, and Chris Sear, Director of Members' Services Team, briefed the committee.

Decision

The Committee **noted** the update.

The Committee **thanked** Mr Sear for his work as the Director of the Members' Services Team and **welcomed** Margaret McKinnon who will be taking over the post.

6. Any other business

Committee action tracker

The Committee **noted** the action tracker.

Correspondence from the Director of Strategic Estates

The Committee **noted** correspondence from the Director of Strategic Estates, outlining action taken around marshals stopping Members during divisions.

The Committee will next meet on 20 November at 4.30pm.