

ADMINISTRATION COMMITTEE

Notes of discussion of the meeting held on 4 December 2023 at 4.30pm in Committee Room 19 [ND04]

Members present:

Sir Charles Walker (in the Chair)

Sir Michael Fabricant
Marion Fellows
Mrs Pauline Latham

Dame Maria Miller
Navendu Mishra
Mark Tami
Giles Watling

1. Informal Note

The Committee **agreed** the Informal Notes of its meetings on 20 and 27 November.

2. Update from the Director General

Marianne Cwynarski, Director General, briefed the Committee.

Decision

The Committee **noted** the update.

3. Security update on responses to the Members' survey

Alison Giles, Director of Security, Ted Barry, Deputy Director of Security, and Simon Hankins, Head of Security Operations, briefed the Committee.

Decision

The Committee **noted** the update.

4. Update on catering fees and charges

James Deane, Director of Finance Business Partnering, Robert Gibbs, Acting Director of Catering Services, and James Turner, Director of Customer Experience and Service Delivery, briefed the Committee.

Mr Deane, Mr Gibbs and Mr Turner updated the Committee on pricing proposals for catering.

Officials outlined how difficulties with recruitment and rising food prices had affected the cost of catering.

Officials said they would return to the Committee in the new year.

Decision

The Committee **did not endorse** the options for increases for 2024. The Committee **agreed** further information on the catering service should be presented to the Committee at a later date.

5. Any other business

Committee action tracker

The Committee **noted** the action tracker.

The Committee will next meet on 11 December at 4.30pm.