

ADMINISTRATION COMMITTEE

Notes of Discussion of the meeting held on 11 December 2023 at 4.30pm in Committee Room 6 [ND05]

Members present:

Sir Charles Walker (in the Chair)

Sir Michael Fabricant
Sir Greg Knight
Dame Maria Miller

Navendu Mishra
Giles Watling

1. Update from the Secretary to the Commission

Gosia McBride, Secretary to the Commission and Head of the Governance Office, briefed the Committee.

Ms McBride updated the Committee on what the Commission had discussed that morning. Ms McBride confirmed the Committee would receive a draft response from the Commission to its report on communication and engagement services in January.

The Committee discussed the paper on catering fees and charges which had also been considered by the Finance Committee. The Commission had been updated on both Committees' views.

Decision

The Committee **noted** the update.

2. Forward programme planning

The Committee discussed its forward programme, including the proposal to look in-depth at broadcasting, filming and photography rules.

Members put forward the following points:

- That the Committee should consider its overall effectiveness, its role in decision-making processes, and possible matters for a successor Committee to focus on.
- The Committee should hear a future update on electric vehicle charging.
- That the Clerk of the House should be invited to give a fuller introduction to the Committee.

Decision

The Committee **agreed** the proposed forward programme set out in the paper and the suggestions put forward by Members in the meeting.

3. Update on discontinued crockery

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

A Member asked about the designs of the new crockery. Mr Gibbs noted that the new crockery was already being sold in the shops, and designs were pre-determined by retail. The new crockery was being used on principal floor dining rooms, and from February/March would be used for banqueting and events in the Palace.

Following concerns with quality, a Member asked if disposable cutlery had been replaced. He welcomed feedback from Members if they continued to notice problems.

Decision

The Committee **noted** the update.

4. Update from Research and Information team on its preparations for a General Election

Grant Hill-Cawthorne, Managing Director of Research and Information, briefed the Committee on the Research and Information team's preparatory activity for the General Election.

The General Elections Online website was created in 2019 and had recently been moved over to be managed by the Commons Library, which had improved efficiency and user experience. The tool could be used to look at old and new boundaries of constituencies.

The Chair noted that it would be useful for the Research and Information team to promote its role in providing legislative assistance to Members, as well as support with casework.

Decision

The Committee **noted** the update.

5. Update from Parliamentary Digital Service on its preparations for a General Election

Daniel Crutchfield, Head of Customer Experience Management, and Sarah Hartwell-Naguib, Deputy Managing Director, briefed the Committee on preparatory activity by the Parliamentary Digital Service ahead of the General Election.

Mr Crutchfield updated that a mobile office would be set up after a General Election to support new Members to test IT equipment and provide practical on-hand support.

Decision

The Committee **noted** the update.

6. Any other business

Committee action tracker

The Committee **noted** the action tracker.

The Committee will next meet on 18 December at 4.30pm.