

ADMINISTRATION COMMITTEE

Notes of Discussion of the meeting held on 22 January 2024 at 4.30pm in Committee Room 6 [ND08]

Members present:

Sir Charles Walker (in the Chair)

Sir Michael Fabricant
Colleen Fletcher
Dame Maria Miller

Mark Tami
Giles Watling

1. Informal Note

The Committee **agreed** the Informal Note of its meeting on 15 January 2024.

2. Response to the Committee's report on communications and engagement

Sasha Fuller, Deputy Director of External Communications, briefed the Committee. Ms Fuller thanked the Committee for its work in this area and welcomed the political backing from the Committee in its recommendations.

Ms Fuller emphasised the importance of putting Members at the heart of content and their importance in amplifying it. The first set of explainer content would be complete by Easter recess.

Decision

The Committee **agreed** to publish the Commission's response.

3. Proposed changes to basement access rules

Ugbana Oyet, Serjeant at Arms, briefed the Committee on proposed changes to basement access rules.

Decision

The Committee **noted** this update and **agreed** to reconsider the updated paper at its next meeting.

4. Update from the Members' pensions team

Gurpreet Bassi, Head of Members' Pensions and Abigail Slade, Head of Trustee and Secretariat Services, briefed the Committee on the McCloud project, previous work undertaken during 2023, and the support available to Members going forward.

Decision

The Committee **thanked** the Pensions Team for excellent work and **noted** the update.

5. Update from the Members' services team

Margaret McKinnon, Director of Members' Services Team, and Jo Willows, Director of Members' Staff Engagement, briefed the Committee.

Decision

The Committee **noted** this update.

6. Any other business

Committee action tracker

The Committee **noted** the action tracker.

Queries for the Security team

The Committee **noted** the correspondence relating to queries for the Security team.

Matters arising

The Committee **noted** a letter from the Chair to the Director General on matters arising from the Administration Committee.

Fire safety at historic sites

The Committee **noted** a letter from the Chair to the Head of the Governance Office on fire safety at historic sites.

Food waste

The Committee **noted** the correspondence between the Chair and the Chair of the Environment, Food and Rural Affairs Committee on food waste in the House of Commons.

The Committee will next meet on 29 January at 4.30pm.