

ADMINISTRATION COMMITTEE

Note of Discussion of the meeting held on 18 March 2024 at 4.30pm in Committee Room 6 [ND15]

Members present:

Sir Charles Walker (in the Chair)

John Cryer
Sir Michael Fabricant
Marion Fellows
Sir Greg Knight

Mrs Pauline Latham
Dame Maria Miller
Mark Tami

Apologies: Colleen Fletcher, Navendu Mishra, Giles Watling

1. Informal Note and matters arising

The Committee agreed the Informal Note of its meeting on 11 March 2024.

2. Update from the Secretary to the Commission

Gosia McBride, Secretary to the Commission, briefed the Committee on the House of Commons Commission's meeting that morning.

Decision

The Committee **noted** the update.

3. Verbal update on Prime Ministers' Questions ticket allocation system

Andy Martin, Head of Access, briefed the Committee.

Decision

The Committee **agreed** that the Access Team should assess the effectiveness of the current system for allocating tickets for PMQs by collecting Members' feedback and statistics on ticket allocation. The Committee **thanked** the team in the Admissions Order Office for their hard work.

4. Parliamentary Travel Office (PTO) contract renewal

James Turner, Director of Customer Experience and Service Delivery, and Wesley Auvache, Head of Logistics, briefed the Committee.

Decision

The Committee **agreed** to the proposal that the Parliamentary Travel Office contract be extended for two years and **noted** the current service restrictions that are in place to comply with Office of Foreign Assets Control (OFAC) regulations.

5. Update on car parking on the Parliamentary estate

Gemma Collins, Director of Property and Asset Strategy, Andy Martin, Head of Access, Malcolm McBride, Deputy Head of Fire Safety, Paul McCarthy, Head of Property Portfolio, and Ugbana Oyet, Serjeant at Arms, briefed the Committee.

Ms Collins introduced the paper and set out plans to develop a strategy for managing parking across the Parliamentary Estate.

Decision

The Committee **provided feedback** to the development of the car parking strategy and electric vehicle provision, and noted that the final strategy would be brought back to the Committee in the next quarter of 2024. The Committee **noted** the updates on the management of access to current electric vehicle charging points and lifts in the underground car park.

6. Verbal update on Education Centre

Gemma Collins, Director of Property and Asset Strategy, briefed the Committee.

Decision

The Committee **noted** the update.

7. 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.

8. Any other business

Committee action tracker

The Committee **noted** the action tracker.

Broadcasting work

The Committee **noted** a letter to the Commission on findings from broadcasting work.

The Committee will next meet on 25 March at 4.30pm.