

ADMINISTRATION COMMITTEE

Note of Discussion of the meeting held on 25 March 2024 at 4.30pm in Committee Room 6 [ND16]

Members present:

Sir Charles Walker (in the Chair)

John Cryer
Sir Michael Fabricant
Sir Greg Knight
Mrs Pauline Latham

Dame Maria Miller
Navendu Mishra
Giles Watling

Apologies: Marion Fellows, Colleen Fletcher, Mark Tami

1) Informal Note and matters arising

The Committee **agreed** the Informal Note of its meeting on 18 March 2024.

2) Update on initial findings of the Committee's effectiveness review

Whitley Lane, Governance Support Manager, briefed the Committee.

Decision

The Committee **noted** progress with the effectiveness review.

3) General update from Director of Catering

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

Decision

The Committee **noted** the update.

4) Proposal to sell essential items in Hallkeeper's Lodge

James Turner, Director of Customer Experience and Service Delivery, briefed the Committee.

Decision

The Committee **endorsed** the proposal.

5) Update from the General Election Planning Group

John Owen, Director of Strategic Business Resilience on behalf of the General Election Planning Group (GEPG), and Margaret McKinnon, Director of the Members' Services Team,

Decision

The Committee **noted** the recent progress made by the General Election Planning Group and **agreed** updates to the dissolution guidance.

6) Any other business

Committee action tracker

The Committee **noted** the action tracker.

Committee's work on Broadcasting

The Committee **noted** a letter from the Chair of the House of Lords Services Committee responding to Committee's work on broadcasting.

The Committee will next meet on 15 April at 4.30pm.