

ADMINISTRATION COMMITTEE

Notes of Discussion of the meeting held on 20 May 2024 at 4.30pm in Committee Room 5 [ND21]

Members present:

Sir Charles Walker (in the Chair)

Sir Michael Fabricant
Mrs Pauline Latham
Navendu Mishra

Mark Tami
Giles Watling

Apologies: Colleen Fletcher, Dame Maria Miller.

1) Informal Note

The Committee **agreed** the Informal Note of its meeting on 13 May 2024.

2) Update from the Parliamentary Security Department

Alison Giles, Director of Parliamentary Security, briefed the Committee.

Decision

The Committee **supported** the proposed changes to Portcullis House entrance access and **requested** a review of changes take place and return to the Committee before Summer recess.

3) Update from the Research and Information team

Grant Hill-Cawthorne, Director of Research and Information and Librarian of the House of Commons, briefed the Committee.

Dr Hill-Cawthorne provided an overview of services the Research and Information Team offers Members and their staff, and how frequently these services were used:

- The Research and Information Team provided support for detailed constituency casework.
- The Research and Information Team also supported Members as legislators by providing legislative briefings, including detail on the progress of bills. The Research and Information Team had made 1000 updates to their topical briefings over the past year.
- The Research and Information Team offered briefings and responded to individual Members' research requests. A Member asked about briefings on elections in other countries. Dr Hill-Cawthorne confirmed there would be briefings on upcoming elections abroad.
- In response to the Members' survey, which suggested Members required better support with misinformation and how to find good sources, the Research and Information Team launched the 'good information toolkit'. The team ran training

courses for Members and their staff – Dr Hill-Cawthorne agreed to share sign-up details with the Committee. They also held recent talks on AI, social impacts of misinformation, security and statistics.

- Dr Hill-Cawthorne noted his team's priorities for the upcoming year, which included improving the user experience of the website and altering the Derby Gate reading room to become an enquiry point to access Research and Information Team staff.

A Member raised concerns that some colleagues were not aware of the services the Research and Information Team offered and suggested it devise a method to regularly communicate their offering. Dr Hill-Cawthorne agreed there would need to be a push to promote the Research and Information Team to all new Members as well as existing ones after the election.

Decision

The Committee **commended** the work of the Research and Information Team and **provided** feedback on promoting the Research and Information Team's services more widely to Members.

4) Introduction from the Secretary to the Commission

Ed Beale, Secretary to the Commission and Head of the Governance Office, briefed the Committee.

Mr Beale introduced himself to the Committee.

Decision

The Committee **welcomed** Mr Beale to the role and **noted** his updates related to the Commission.

5) Update from the Clerk of the Finance Committee

Ed Potton, Clerk of the Finance Committee and Head of the Boards and Domestic Committees Secretariat, briefed the Committee.

Mr Potton noted the Committee had requested regular updates on the work of the Finance Committee.

At its May meeting the Finance Committee had reviewed the financial performance of three House teams over the last year.

Decision

The Committee **noted** the update.

6) Any other business

Committee action tracker

The Committee **noted** the action tracker.

The Committee adjourned.