



Formal Minutes of the Administration Committee in Session 2023-24

The Formal Minutes of a select committee record its formal proceedings and decisions.

They include:

- the names of the members who attended (all or part of) each meeting of the Committee;
- declarations of members' interests;
- details of written and oral evidence reported to the House by the Committee;
- any other formal decisions taken by the committee (recorded as 'orders' or 'resolutions'), for example to begin an inquiry, to report evidence to the House, to make a visit or to appoint a specialist adviser; and
- visits made by the Committee.

When the Committee publishes a Report, the Formal Minutes relating to consideration of the draft Report are published with the Report itself, and are not included in this document. You can find these reports on the Committee's webpages.

For more information about Formal Minutes, see [Erskine May](#).

Transcripts of oral evidence taken in public by the Committee are available on the Committee's webpages.

Attendance statistics for members of the Committee are available on the Committee's webpages.

Monday 13 November 2023

Members present¹

John Cryer

Sir Michael Fabricant

Marion Fellows

Colleen Fletcher

Mrs Pauline Latham

Navendu Mishra

Giles Watling

1. Communications and engagement services provided by the House of Commons Administration

The Committee considered this matter.

2. Terrace cafeteria

Robert Gibbs, Acting Director of Catering Services, and James Turner, Director of Customer Experience and Services, briefed the Committee.

Resolved, That the Committee note the update.

3. Security Construction Programme works

Dominic Forbes, Senior Responsible Officer, Strategic Estates, and Catherine Hallett, Security Portfolio Director, Parliamentary Security Department, briefed the Committee.

Resolved, That the Committee note the update.

4. General Election Planning

Lara Alexander-Lloyd, Head of MP and MP Staff Engagement, Tara Cullen, Operations Lead for Members' Services Team, Kim McGrath, Head of MP HR

¹ The list of Members present at each meeting of the Committee indicates those committee members who were present for all or part of the meeting.

Services, and Chris Sear, Director of Members' Services Team, briefed the Committee.

Resolved, That the Committee note the update.

Adjournment

Adjourned till Monday 20 November at 4.30pm.

Monday 20 November 2023

Members present

Sir Charles Walker, in the Chair

John Cryer

Sir Michael Fabricant

Marion Fellows

Sir Greg Knight

Dame Maria Miller

Navendu Mishra

Giles Watling

1. Communications and engagement services provided by the House of Commons Administration

Draft Report (*Communicating the Commons: how effectively does the House of Commons Administration communicate about Parliament?*), proposed by the Chair, brought up and read.

The Draft Report was agreed to; the Formal Minutes relating to the consideration of the Report are published with the First Report of the Committee, HC 306.

2. Results of 2023 Members' survey and action plan

Gabriela Gandolfini, Customer Services Director, and Chris Sear, Director of the Members' Services Team, briefed the Committee.

Resolved, That the Committee note the update.

3. Updates from the Customer Experience and Service Delivery team and update on the dry-cleaning service

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

Resolved, That the Committee note the update and that the House continues with Jeeves as the service provider for the dry-cleaning service for a further period of 12 months.

Adjournment

Adjourned till Monday 27 November at 4.30pm.

Monday 27 November 2023

Members present

Sir Charles Walker, in the Chair

John Cryer

Sir Michael Fabricant

Sir Greg Knight

Mrs Pauline Latham

Navendu Mishra

Mark Tami

1. Portcullis House atrium

Gemma Collins, Director of Design and Portfolio, briefed the Committee.

Resolved, That the Committee note the update.

2. Car parking and electric vehicle charging

Ugbana Oyet, Serjeant at Arms, and Andy Martin, Head of Access and Services, briefed the Committee.

Resolved, That the Committee note the update on availability of parking spaces and access to electric vehicle charging points, and agree the continued use of Star Chamber court for disabled and parent-and-child parking.

3. Protecting Members' data: changes to the House of Commons Administration information retention policy

Gosia McBride, Head of the Governance Office and Senior Information Risk Owner for the House of Commons, and Shona Robertson, Head of the Information and Records Management Service, briefed the Committee.

Resolved, That the Committee endorse the proposal to engage with Members on proposed changes to the retention policy where information includes Members' personal data.

Adjournment

Adjourned till Monday 4 December at 4.30pm.

Monday 4 December 2023

Members present

Sir Charles Walker, in the Chair

Sir Michael Fabricant

Marion Fellows

Mrs Pauline Latham

Dame Maria Miller

Navendu Mishra

Mark Tami

Giles Watling

1. Update from the Director General

Marianne Cwynarski, Director General, briefed the Committee.

Resolved, That the Committee note the update.

2. Security update on responses to 2023 Members' survey

Alison Giles, Director of Security, and Ted Barry, Deputy Director of Security, briefed the Committee.

Resolved, That the Committee note the update.

3. Update on catering fees and charges

James Deane, Director of Finance Business Partnering, Robert Gibbs, Acting Director of Catering Services, and James Turner, Director of Customer Experience and Service Delivery, briefed the Committee.

Resolved, That the Committee do not endorse the options for increases for 2024, and agree that further information on the catering service be presented to the Committee at a later date.

Adjournment

Adjourned till Monday 11 December at 4.30pm.

Monday 11 December 2023

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.

Resolved, That the Committee note the update.

2. Forward programme planning

The Committee considered this matter.

3. Update on discontinued crockery

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

Resolved, That the Committee note the update.

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

Grant Hill-Cawthorne, Managing Director of Research and Information, briefed the Committee.

Resolved, That the Committee note the update.

5. Update from the 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.

Resolved, That the Committee note the update.

Adjournment

Adjourned till Monday 18 December at 4.30pm.

Monday 18 December 2023

Members present

Sir Charles Walker, in the Chair

John Cryer

Sir Michael Fabricant

Marion Fellows

Mrs Pauline Latham

Navendu Mishra

Mark Tami

Giles Watling

1. Update on policy on books of commemoration

Resolved, That the Committee affirm the policy on books of commemoration in the Commons-owned areas of the Parliamentary Estate so that no books other than the one hosted annually to mark Holocaust Memorial Day are generally permitted.

2. General Election planning update on access for Members standing down, IT accounts for new Members and pins

Jack Holden, Senior Project Manager for General Election Planning, briefed the Committee.

Resolved, That the Committee recommend to the Commission that the House extends how long Members not standing can access the Estate for to until the end of the following week from point of dissolution; that the Committee recommend to the Commission that, if technically possible, new Members' IT accounts should be restricted from receiving emails from most external senders until 0900 on the Monday following an Election.

3. Fees and charges policy schedule for 2024-25

Vicky Rock, Director of Finance, briefed the Committee.

Resolved, That the Committee note the update.

Adjournment

Adjourned till Monday 15 January at 4.30pm.

Monday 15 January 2024

Members present

Sir Charles Walker, in the Chair

John Cryer

Sir Michael Fabricant

Marion Fellows

Colleen Fletcher

Sir Greg Knight

Navendu Mishra

Mark Tami

Giles Watling

1. Overview of broadcasting, filming and photography rules

Michael MacFarlane, Director of Broadcasting, Andy Martin, Head of Access, and Alasdair Rendall, Deputy Director of Communications (Media Relations), briefed the Committee.

Resolved, That the Committee note the update.

Adjournment

Adjourned till Monday 22 January at 4.30pm.

Monday 22 January 2024

Members present

Sir Charles Walker, in the Chair

Sir Michael Fabricant

Colleen Fletcher

Dame Maria Miller

Mark Tami

Giles Watling

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

Draft Special Report (Communicating the Commons: how effectively does the House of Commons Administration communicate about Parliament? Response from the House of Commons Commission), proposed by the Chair, brought up, read the first and second time, and agreed to.

The response to the First Report from the Committee was appended to the Report.

Resolved, That the Report be the First Special Report of the Committee to the House.

Ordered, That the Chair make the Report to the House.

2. Proposed changes to basement access rules

Ugbana Oyet, Serjeant at Arms, briefed the Committee.

Resolved, That the Committee note the update.

3. Update from the Members' pensions team

Gurpreet Bassi, Head of Members' Pensions, and Abigail Slade, Head of Trustee and Secretariat Services, briefed the Committee.

Resolved, That the Committee note the update.

4. Update from the Members' services team

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

Resolved, That the Committee note the update.

Adjournment

Adjourned till Monday 29 January at 4.30pm.

Monday 29 January 2024

Members present

Sir Charles Walker, in the Chair

Sir Michael Fabricant

Marion Fellows

Sir Greg Knight

Mrs Pauline Latham

Dame Maria Miller

Navendu Mishra

Giles Watling

1. Broadcasting in Parliament

Emily Clark, Senior Journalist Team Manager, BBC, Iona Napier, Politics Producer, ITV, Clare Parry, Political News Editor, Sky, and Rebeca Newnes, Senior Politics Producer, GB News, briefed the Committee.

The Committee considered this matter.

2. Broadcasting, filming and photography rules

Michael MacFarlane, Director of Broadcasting, Andy Martin, Head of Access, and Alasdair Rendall, Deputy Director of Communications (Media Relations), briefed the Committee.

The Committee considered this matter.

3. Proposed changes to basement access rules

Ugbana Oyet, Serjeant at Arms, briefed the Committee.

Resolved, That the Committee agree the proposed changes.

Adjournment

Adjourned till Monday 5 February at 4.30pm.

Monday 5 February 2024

Members present

Sir Charles Walker, in the Chair

John Cryer

Sir Michael Fabricant

Mrs Pauline Latham

Dame Maria Miller

Mark Tami

Giles Watling

1. Update on Portcullis House atrium

Gemma Collins, Director of Design and Planning, briefed the Committee.

Resolved, That the Committee note the update.

2. Catering venue review and price strategy

Robert Gibbs, Director of Catering Services, and Vicky Rock, Managing Director of Finance, Portfolio and Performance, briefed the Committee.

Resolved, That the Committee recommend to the Commission a 5% price increase in cafeterias, 11% increase in alcohol, and a 6.5 % increase in dining room tariffs and potential changes to catering venues.

Adjournment

Adjourned till Monday 19 February at 4.30pm

Monday 19 February 2024

Members present

Sir Charles Walker, in the Chair

John Cryer

Sir Michael Fabricant

Sir Greg Knight

Mrs Pauline Latham

Dame Maria Miller

Giles Watling

1. Update from the Secretary to the Commission

Gosia McBride, Secretary to the Commission, briefed the Committee.

Resolved, That the Committee note the update.

2. Introduction to the new Director of Parliamentary Safety

Katherine Pickard, Director of Parliamentary Safety, briefed the Committee.

Resolved, That the Committee note the update.

3. Update on the drafting of the Corporate Business Plan

Emily Baldock, Director of Strategic Planning, briefed the Committee.

Resolved, That the Committee note the draft plan.

4. Update from the President of the House of Commons Trade Union Side

Ken Gall, President of the House of Commons Trade Union Side, briefed the Committee.

Resolved, That the Committee note the update.

Adjournment

Adjourned till Monday 26 February at 4.30pm

Monday 26 February 2024

Members present

Sir Charles Walker, in the Chair

John Cryer

Colleen Fletcher

Dame Maria Miller

Navendu Mishra

Giles Watling

1. Attendance statistics session 2022-23 and 2023-24

Resolved, That the Committee agree the attendance statistics for publication.

2. Update from the Parliamentary Digital Service

Sarah Hartwell-Naguib, Deputy Managing Director, and Graham Peek, Head of Members Services, briefed the Committee.

Resolved, That the Committee note the update.

3. Effectiveness review

Resolved, That the Committee agree to undertake an effectiveness review.

Adjournment

Adjourned till Monday 4 March at 4.30pm

Monday 4 March 2024

Members present

Sir Charles Walker, in the Chair

John Cryer

Sir Michael Fabricant

Marion Fellows

Navendu Mishra

Giles Watling

1. Women in construction one-off evidence session

Kath Moore, Managing Director, Women into Construction, and Jacqui Wordsworth, Business Development Director, Women into Construction, gave oral evidence.

Gemma Collins, Director of Property and Asset Strategy, Strategic Estates, Chris Elliott, Managing Director, Strategic Estates, Janet Campbell, HR Director, R&R Delivery Authority and Matthew White, Programme Director, R&R Delivery Authority, gave oral evidence.

Adjournment

Adjourned till Monday 11 March at 4.30pm

Monday 11 March 2024

Members present

Sir Charles Walker, in the Chair

Sir Michael Fabricant

Marion Fellows

Colleen Fletcher

Navendu Mishra

Giles Watling

1. Draft letter to Commission on broadcast findings

Resolved, That the Committee send an amended letter to the Commission.

2. Update from the Director of Security

Alison Giles, Director of Security, briefed the Committee.

Resolved, That the Committee note the update.

3. School travel subsidy and constituency boundary changes

Frances Jeens, Head of Education and Engagement, and Sarah Davies, Clerk Assistant and Managing Director of Chamber and Participation team, briefed the Committee.

Resolved, That the Committee agree to recommend option B to the Commission for managing travel subsidy bandings in the short term prior to a full review of the scheme.

4. Update from IPSA on General Election planning and boundary changes

Lee Bridges, Director of Policy and Engagement at IPSA, and Richard Lloyd OBE, Chair of IPSA, briefed the Committee.

Resolved, That the Committee note the update.

Adjournment

Adjourned till Monday 18 March at 4.30pm.

Monday 18 March 2024

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

1. Update from the Secretary of the Commission

Gosia McBride, Secretary to the Commission, briefed the Committee.

Resolved, That the Committee note the update.

2. Update on Prime Ministers' Questions ticket allocation system

Andy Martin, Head of Access, briefed the Committee.

Resolved, That the Committee agree for the Access Team to assess the effectiveness of the current system for allocating tickets for PMQs by collecting Members' feedback and statistics on ticket allocation work.

3. Parliamentary Travel Office (PTO) contract renewal

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

Resolved, That the Committee support the proposal for the Parliamentary Travel Office contract to be extended for two years.

4. Update on car parking on the Parliament 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.

Resolved, That the Committee note the update.

5. Update on the Education Centre

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

Resolved, That the Committee note the update.

6. Security Construction Programme works

Dominic Forbes, Portfolio Director, Strategic Estates and Catherine Hallett, Security Portfolio Director, Parliamentary Security Department, briefed the Committee.

Resolved, That the Committee note the update.

Adjournment

Adjourned till Monday 25 March at 4.30pm.

Monday 25 March 2024

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

1. Update on initial findings of the Committee's effectiveness review

Whitley Lane, Governance Support Manager, briefed the Committee.

Resolved, That the Committee note the update.

2. General update from Director of Catering

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

Resolved, That the Committee note the update.

3. Proposal to sell essential items in Hallkeeper's Lodge

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

Resolved, That the Committee endorse the proposal.

4. 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, briefed the Committee.

Resolved, That the Committee note the update and agree updates to the dissolution guidance.

Adjournment

Adjourned till Monday 15 April at 4.30pm.

Monday 15 April 2024

Members present

Sir Charles Walker, in the Chair

Sir Michael Fabricant

Colleen Fletcher

Mrs Pauline Latham

Dame Maria Miller

Navendu Mishra

Mark Tami

Giles Watling

1. Proposal for forward programme - April to Summer Recess

The Committee considered this matter.

Adjournment

Adjourned till Monday 22 April at 4.30pm.

Monday 22 April 2024

Members present

Sir Charles Walker, in the Chair

John Cryer

Sir Michael Fabricant

Colleen Fletcher

Sir Greg Knight

Dame Maria Miller

Navendu Mishra

Mark Tami

1. Update from the Director General

Marianne Cwynarski, Director General, and Andrew Doherty, Deputy Director Maintenance Operations, briefed the Committee.

Resolved, That the Committee note the update.

2. Guidance for use of inhouse photography of MPs in political material

Nicole Le Marie, Head of Digital, briefed the Committee.

Resolved, That the Committee agree that images of MPs taken by the House service in the Chamber could be available for use in political campaign material.

3. Next steps on effectiveness review

Whitley Lane, Governance Support Manager, briefed the Committee.

The Committee considered this matter.

Adjournment

Adjourned till Monday 29 April at 4.30pm.

Monday 29 April 2024

Members present

Sir Charles Walker, in the Chair

John Cryer

Sir Greg Knight

Mrs Pauline Latham

Mark Tami

Giles Watling

1. Attendance statistics session 2023-24

Resolved, That the Committee agree the attendance statistics for publication.

2. Update from the Parliamentary Digital Service

Sarah Hartwell-Naguib, Deputy Managing Director of the Parliamentary Digital Service, Daniel Crutchfield, Head of Customer Experience Management, Graham Peek, Head of Members' Services (Commons), and Hannah Collins, Senior Change and Engagement Manager, Parliamentary Digital Service, briefed the Committee.

Resolved, That the Committee note the update.

2. Briefing on security

Alison Giles, Director of Parliamentary Security, Mark Harbord, Director of Cyber Security, Sarah Hartwell-Naguib, Deputy Managing Director of the Parliamentary Digital Service, and Jo Oakley, Head of Members' Security Support Service, briefed the Committee.

Resolved, That the Committee note the update.

Adjournment

Adjourned till Monday 13 May at 4.30pm.

Monday 13 May 2024

Members present

Sir Charles Walker, in the Chair

Sir Michael Fabricant

Sir Greg Knight

Dame Maria Miller

Giles Watling

1. Update from the Director General

Marianne Cwynarski, Director General, and Andrew Doherty, Deputy Director Maintenance Operations, briefed the Committee.

Resolved, That the Committee note the update.

2. Members' Customer Satisfaction Survey (CSAT) 2023: Action plan updates and action plan

Gabriela Gandolfini, Customer Services Director, and Karen Saunders, Presentation Standards Lead, briefed the Committee.

Resolved, That the Committee note the update.

3. Pilot of QR codes for heritage interpretation

Katy Barrett, Deputy Chief Curator and Head of Engagement, briefed the Committee.

Resolved, That the Committee did not support the trial.

4. Update on PMQs ticket allocation system

Andy Martin, Head of Access and Services, briefed the Committee.

The Committee considered this matter.

5. Participation strategy 2024-2029

Fran Jeens, Head of Education and Engagement, and Matt Ringer, Director of Participation, briefed the Committee.

The Committee considered this matter.

6. Lookahead at upcoming construction projects – Strategic Estates Capital Investment Portfolio

Gemma Collins, Director of Property & Asset Strategy, Rachel Leech, Senior Project Leader, and Dominic Forbes, Portfolio Director, briefed the Committee.

Resolved, That the Committee note the update.

Adjournment

Adjourned till Monday 20 May at 4.30pm.

Monday 20 May 2024

Members present

Sir Charles Walker, in the Chair

Sir Michael Fabricant

Mrs Pauline Latham

Navendu Mishra

Mark Tami

Giles Watling

1. Update from the Parliamentary Security Department

Alison Giles briefed the Committee.

Resolved, That the Committee note the update.

2. 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.

Resolved, That the Committee note the update.

4. Update from the Secretary to the Commission

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

Resolved, That the Committee note the update.

5. Update from the Finance Committee

Ed Potton, Clerk of the Finance Committee, briefed the Committee.

Resolved, That the Committee note the update.

Adjournment

The Committee adjourned.

Appendix: Declarations of interest by members of the Committee and specialist advisers

(i) Members of the Committee

Declarations of Members' interests made at the first meeting of the Parliament can be found in the Formal Minutes of Session 2019-21 and Session 2022-23.