



# Formal Minutes of the Finance 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 paragraph 38.26](#).

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.

# Tuesday 14 November 2023

## Members present

Sharon Hodgson, in the Chair

Mr Clive Betts

Nigel Evans

Marion Fellows

Nigel Mills

Mary Robinson

David Simmonds

Mark Tami

Dame Rosie Winterton

## 1. Q2 Financial Monitoring Report

Vicky Rock, Managing Director of Finance, Portfolio and Performance, briefed the Committee.

*Resolved,* That the Committee note the current forecasts for resource and capital expenditure in 2023/24.

## 2. PDS Hardware provision

Dan Cook, Interim Chief Information Officer & Managing Director, Parliamentary Digital Service and Rob Sanders, Director of Digital Customer Services, briefed the Committee.

*Resolved,* That the Committee endorse the proposed new model for Members' hardware provisioning.

## 3. Introduction to the new Clerk of the House

Tom Goldsmith, Clerk of the House, briefed the Committee.

*Resolved,* That the Committee note the Clerk's priorities for the Administration.

## 4. Chamber and Participation Team Finance Update

Sarah Davies, Clerk Assistant and Managing Director of CPT and Amy Baxter, Director of CPT/SCT Shared Team Services, briefed the Committee.

*Resolved,* That the Committee note the update.

## 5. Education Subsidy Update

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

*Resolved*, That the Committee recommend an updated approach for the Education subsidy to the Commission, and ask that it be funded where possible from existing Chamber and Participation Team (CPT) budgets, with back up from central provision and flexibility across budget headings if needed.

## 6. Grants to Interparliamentary Bodies

Ed Beale, Clerk of the Interparliamentary Relations Office and Vicky Rock, Managing Director of Finance, Portfolio and Performance, briefed the Committee.

*Resolved*, That the Committee recommend to the Commission uplifts to the budgets for Interparliamentary groups.

## 7. Papers to note

*Resolved*, That the Committee note the following papers:

- Q2 Corporate Plan Performance Report
- 2023/24 Corporate performance and KPI Report - Q2 Update

## Adjournment

Adjourned till Tuesday 5 December 2023 at 12.30 pm

## Tuesday 5 December 2023

### Members present

Sharon Hodgson, in the Chair

Mr Clive Betts

Nigel Evans

Marion Fellows

Nigel Mills

Mary Robinson

David Simmonds

## 1. Environmental targets and policy

Chris Elliot, Managing Director of Strategic Estates and Martin Wittekind, Head of Environmental Sustainability, briefed the Committee.

*Resolved*, That the Committee note the proposed policy and targets.

## 2. Cleaning Services Re-Procurement

James Turner, Director of Customer Experience and Service Delivery, and Helen Spall, Assistant Director, Strategic Estates, briefed the Committee.

*Resolved*, That the Committee note the likely award of the contract and provide the Accounting Officer and the Commission with a summary of the discussion.

## 3. Catering Services Finance Update and Proposal

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

*Resolved*, That the Committee agree to recommend to the Commission an option to manage the finances of the catering operation in 2024/25 and ask for further information on venue-by-venue costs.

## 4. 2023-26 Estimate and 2023-24 Supplementary Estimate

Vicky Rock, Managing Director of Finance, Portfolio and Performance, and Malin Eliasson, Director of Financial Management and Performance, briefed the Committee.

*Resolved*, That the Committee recommend to the Commission:

- a. the proposed Supplementary Estimate for 2023/24, and that final adjustments can be delegated to the Accounting Officer, following the expected updates to the non-cash requirements from property valuations in January;
- b. the proposed Main Estimate for 2024/25;

*Resolved*, That the Committee recommend to the Members Estimate Committee the proposed Members Estimate for 2024/25.

*Resolved*, That the Committee note:

- a. the proposed transfers from the central provision into team budgets for 2024/25 and 2025/26;
- b. the position on grant funded bodies;
- c. the remaining risks and opportunities for 2024/25 and 2025/26 which are not being funded at this stage;
- d. For the Members Estimate, that there is no requirement for a Supplementary Estimate for 2023/24.

## 5. Fees and Charges - Policy and Schedule for 2024/25

Vicky Rock, Managing Director of Finance, Portfolio and Performance, and James Deane, Director of Finance Business Partnering, briefed the Committee.

*Resolved*, That the Committee recommend to the Commission uplifts to the schedule of fees and charges for 2024/25.

## 6. Papers to note

*Resolved*, That the Committee note the following papers:

- Letter from the Managing Director of the Select Committee Team to the Chair of the Finance Committee
- P7 Financial Management Report, October 2023
- Quarterly Portfolio Report - Q2
- Update on Education Centre Location

## Adjournment

Adjourned till Tuesday 16 January 2024 at 12.30pm

# Tuesday 16 January 2024

## Members present

Sharon Hodgson, in the Chair

Mr Clive Betts

Nigel Evans

Nigel Mills

Mary Robinson

Mark Tami

## 1. Parliamentary Security Department update

Alison Giles, Director of Security for Parliament, and Calvin Brady, Finance Business Partner, briefed the Committee.

*Resolved*, That the Committee note the update.

## 2. Outline Business Case for the House of Lords Chamber Roof

Chris Evans, Director of Project Delivery, Strategic Estates and Stephen Young, Senior Project Leader, Strategic Estates, briefed the Committee.

*Resolved*, That the Committee provide the Accounting Officer and the Commission with a summary of the discussion.

## 3. Forward Plan and review of 2023

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

The Committee considered this matter.

*Resolved*, that there should be up to two Joint Finance Committee meetings a year.

## 4. Papers to note

*Resolved*, That the Committee note the following papers:

- P8 Financial Management Report, November 2023

## Adjournment

Adjourned till Tuesday 6 February 2024 at 12.30pm

# Tuesday 6 February 2024

## Members present

Sharon Hodgson, in the Chair

Mr Clive Betts

Nigel Evans

Mary Robinson

David Simmonds

Mark Tami

## 1. Catering update

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

*Resolved*, That the Committee agree to recommend to the Commission price increases of 5% in cafeterias, 11% on alcohol and 6.5 % in dining rooms from April 2024, and a number of further measures to reduce catering costs.

## 2. Parliamentary Digital Service and Transforming Digital Programme update

Dan Cook, Interim Chief Information Officer & Managing Director, and Gbenga Samuel, Senior Finance Business Partner, briefed the Committee.

*Resolved*, That the Committee note the update.

## 3. Draft Corporate Business Plan 2024/25

Emily Baldock, Director of Business Planning and Ruth Pickering, Business Planning and Performance Manager, briefed the Committee.

*Resolved*, That the Committee note the update.

## 4. Papers to note

*Resolved*, That the Committee note the following papers:

- P9 Financial Management Report, December 2023

## Adjournment

Adjourned till Tuesday 5 March 2024 at 12.30pm

# Tuesday 5 March 2024

## Members present

Sharon Hodgson, in the Chair

Mr Clive Betts

Nigel Evans

Marion Fellows

Nigel Mills

Mary Robinson

David Simmonds

Mark Tami

Dame Rosie Winterton

## 1. Victoria Tower update

Jake Vaughan, Clerk of Committees, House of Lords, Bev Weston, Director of Integration, Strategic Estates, and Carolina Filippini, Assistant Director, Strategic Estates, briefed the Committee.

*Resolved*, That the Committee note the update.

## 2. Independent Review of Financial Management (IRFM)

Vicky Rock, Managing Director of Finance, Portfolio and Performance, Giles Mason, Head of Independent Review of Financial Management Implementation Team, and Jack Dent, Head of Financial Performance and Value, Finance Portfolio and Performance Team, briefed the Committee.

*Resolved*, That the Committee note the update.

## 3. School Travel Subsidy and Constituency Boundary Changes

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

*Resolved*, That the Committee agree to recommend to the Commission an option where the new boundaries applying after an election should be implemented with minimal changes to travel subsidy bandings.



## 4. Quarterly Portfolio Report and the Quarterly Performance Report

John Hunt, Director of the Enterprise Portfolio Management Office, Abiola Babalola, Head of Portfolio Management, and Emily Baldock, Director of Business Planning, briefed the Committee.

*Resolved*, That the Committee note the updates and the enterprise portfolio delivery confidence assessment of amber.

## 5. Papers to note

*Resolved*, That the Committee note the following papers:

- P10 Financial Management Report, January 2024

## Adjournment

Adjourned till Tuesday 23 April 2024 at 12.30pm

# Tuesday 23 April 2024

## Members present

Sharon Hodgson, in the Chair

Nigel Evans

Marion Fellows

Mary Robinson

Mark Tami

Dame Rosie Winterton

## 1. R&R Client Team

Dr Patsy Richards, Interim Managing Director, R&R Client Team and Phil Hall, Director (Finance Projects), briefed the Committee.

*Resolved*, That the Committee note the update.

## 2. Commercial Directorate update

Tom Hyner, Commercial Director, Parliamentary Commercial Directorate and Jimi Ogunfuwa, Works Commercial Director, Parliamentary Commercial Directorate, briefed the Committee.

*Resolved*, That the Committee note the update.

## 3. Papers to note

*Resolved*, That the Committee note the following papers:

- P11 Financial Monitoring Report, February 2024
- Letter to Chris Elliott on Traffic Marshals
- Response to Chair from Chris Elliott on Traffic Marshals
- Letter to Commercial Directors
- Finance Committee attendance statistics, Session 2022–23

## Adjournment

Adjourned till Tuesday 14 May 2024 at 12.30pm

## Tuesday 14 May 2024

### Members present

Sharon Hodgson, in the Chair

Mr Clive Betts

Nigel Evans

Marion Fellows

Nigel Mills

Mary Robinson

David Simmonds

Mark Tami

Dame Rosie Winterton

## 1. Strategic Estates (SE) Finance and Project Update

Chris Elliott, Managing Director, Strategic Estates, Christine Evans, Director of Project Delivery, and James Deane, Director Finance Business Partnering, briefed the Committee.

*Resolved*, That the Committee note the update and welcome the improvements in the financial performance of Strategic Estates.

## 2. Parliamentary Maintenance Services Team (PMST) Finance Plan and Action Plan

Andrew Doherty, Deputy Director, Maintenance Operations and Adnan Al-Ammaren, Deputy Director, Maintenance Projects, briefed the Committee.

*Resolved*, That the Committee note the update and ask for a further update in six months.

## 3. Customer Experience and Service Delivery Team Finances

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

*Resolved*, That the Committee note the update and ask for further information on postage and retail.

## 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.