

ADMINISTRATION COMMITTEE

Note of discussion for the meeting held on 28 September 2020 at 3.30pm

[Meeting held over Microsoft Teams as a videoconference]

Members present:

Michael Fabricant	Mrs Pauline Latham
Marion Fellows	Mrs Maria Miller
Sir Greg Knight	Mark Tami

Apologies: Colleen Fletcher, Jessica Morden and Giles Watling

1. Informal Note [INF14]

The Committee **agreed** the informal note of the meeting on 14 September 2020.

2. Reduction and management of security passes

The Committee considered a paper from the Serjeant at Arms containing several proposals to reduce the number of parliamentary passes in circulation and for the better management of those issued.

The Chair and several Members welcomed the proposal to amend the eligibility for former Members' passes as a good compromise in managing the number of passes.

A Member noted that the review of passes presented the opportunity to take a more strategic approach to their reduction and management. The Chair supported this view, particularly in relation to the management of former Members' passes.

A Member noted the importance of speaking with the Whips Offices in advance of the implementation of the proposals to ensure that they were aware of the changes and that their staffing requirements were met.

Decision

The Committee **agreed**:

- that the House Service should engage with the civil service to explore and develop options for reducing the number of civil service passes in circulation;
- that regarding former Members' passes, eligibility criteria would be amended;
- to support, in principle, that contractors' access be restricted to a secure work site where possible;
- to support the House Service requiring project leaders and contractors to better plan and manage their need for parliamentary passes; and

- to request a progress update in 2021.

3. Update from the Parliamentary Digital Service

David Smith, Deputy Director, Tim Youngs, Director of Resources, Parliamentary Digital Service, and Donald Grant, Director, Property, Planning & Design, Strategic Estates, briefed the Committee.

Mr Smith drew the Committee's attention to urgent improvements that were underway to improve Wi-fi connectivity on the Estate. He reported that work was also being carried out to make the antennas and other equipment installed as part of the improvements more discreet in heritage areas on the Estate such as the Members' Tea Room.

The Chair welcomed the progress that had been made, particularly in Richmond House. Mr Smith said that improvements to mobile phone coverage had also been a focus of the project.

A Member noted that Wi-fi coverage was poor in and around the Chamber, particularly during well-attended debates and question times. Mr Smith said that he would find out what the connection capacity was for the Chamber as further testing was required.

4. Update on electric vehicle charging points

Isabel Coman, Managing Director, In-House Services and Strategic Estates, briefed the Committee.

Ms Coman provided an update on the possibility of introducing additional electric vehicle charging points in the underground car park in New Palace Yard and the feasibility of installing them elsewhere on the Estate in response to the points made in the Chair's letter, dated 14 July. The installation of additional charging points would form a key part of improvement works to the Underground Carpark while a joined-up approach was being taken with the Lords to improve the availability of charging points across the Estate.

5. Any other business

Derogations and recording requests

The Committee **noted** that the annual Industry and Parliament Trust Annual Cycle Challenge approved by the Chair and due to take place in Portcullis House Atrium in November had been cancelled.

The Committee **noted** that the Chair had approved a request from the Fire Risk Management Team to film in the Grand Committee Room to produce a fire safety video for in-House training.

The Committee **noted** that the Chair had approved a request for BBC Radio 4's 'Westminster Hour' to record a piece on the social distancing measures introduced on the Estate.

Virtual engagement

The Chair reported that he had written to all Members to draw their attention to the availability of online tours, talks and school workshops for constituents throughout the Autumn term.

The Committee will next meet on 5 October at 4.30pm