

ADMINISTRATION COMMITTEE

Notes of discussion for the meeting held on 5 October at 4.30pm

[Meeting held over Microsoft Teams as a videoconference]

Members present:

Sir Charles Walker (in the Chair)

Michael Fabricant
Mrs Maria Miller

Jessica Morden
Giles Watling

Apologies: Sir Greg Knight, Mrs Pauline Latham

1. Informal Note

The Committee **agreed** the informal note of the meeting on 28 September 2020, with one amendment.

2. Commercial catering and tours

Richard Tapner-Evans, Director of Catering Services, Dr Edge Watchorn, Director of Participation, and Amy Baxter, Head of Communications and Audiences, attended.

The Committee discussed the House's provision of commercial banqueting on the Estate.

Decision

The Committee **agreed** to defer any decisions on these items to a future meeting once it had had the opportunity to fully consider the matter.

3. Parliamentary Health and Wellbeing Service

Mandy Eddolls, Managing Director of HR & Diversity, and Anne Mossop, Head of the Parliamentary Health and Wellbeing Service, briefed the Committee.

The Chair welcomed the paper, particularly the provision of mental health services by the PHWS.

The Chair asked how the House's health and wellbeing services compared with those provided in the Lords. Ms Eddolls said that most health and wellbeing services were bicameral. Several Members welcomed the provision of an onsite GP service.

A Member asked whether the walk-in health service provided by the Clinical Nurse Advisor in the Lower Waiting Hall was well used. Ms Mossop said that it was a popular service with over 1,000 patients seen each year and had continued to be provided during the pandemic though referrals were first triaged by telephone.

The Chair asked how well the take-up of mental health services provided by the PHWS had been, especially considering the COVID-19 pandemic. Ms Eddolls said that there had been an increase in the uptake of mental health services, but it was not a significant one.

A Member asked how mental health support services were communicated more widely to Members, their staff and House staff. Ms Eddolls said that she recognised the need to better communicate the services on offer and that work had been done to raise awareness through House communications, a pop-up stand in Portcullis House Atrium and a PHWS presence in the Members' Reception Area after the General Election. Work had also been done to raise awareness among Members' staff by engaging with MAPSA, while it was also recognised that staff induction provided an opportunity to publicise services.

The Chair asked for further information on the provision of counselling services. Ms Eddolls said that counselling services were provided through the Employee Assistance Programme by trained counsellors over the telephone and in face-to-face appointments.

Decision

The Committee **noted** the additions made to the range of health and wellbeing services in 2019-20.

4. Portcullis House glass manifestations

Dominic Bransden, Head of Accommodation and Demand Strategy, and Stephen Furber, Customer Relationship Manager, In-House Services and Strategic Estates, briefed the Committee.

Mr Bransden and Mr Furber presented three concepts for the glass manifestations in Portcullis House which helped make large glass windows, panels and doors more obvious and visible, reducing injuries by preventing people from walking into the glass.

The Chair said that he favoured an unobtrusive design such as those of concepts A and B, which incorporated diamonds and dots, and asked for those to be modelled. A Member agreed. Mr Bransden said that he would arrange for prototypes of the designs to be made and placed in situ for Members to view during a walk-round of Portcullis House.

Decision

The Committee **noted** the update and **requested** that prototypes of the two preferred designs be produced for the Committee's consideration.

Any other business

Filming requests

The Chair reported that he had **approved** the following filming requests under the powers delegated to him by the Committee:

- a request from The Times to film a piece in the Members' Lobby relating to UK Parliament Week;
- a request from ITN to film footage in New Palace Yard and on Speaker's Green for a documentary on the Elizabeth Tower; and
- a request from BBC Parliament to film an A-Z educational piece in Westminster Hall and the Grand Committee Room.

The Committee will next meet on 12 October 2020 at 4.30pm.