

ADMINISTRATION COMMITTEE

Note of discussion for the meeting held on 2 November 2020 at 4.30pm

[Meeting held over Microsoft Teams as a videoconference]

Members present

Sir Charles Walker (in the Chair)

Michael Fabricant
Marion Fellows
Sir Greg Knight

Mrs Maria Miller
Mark Tami
Giles Watling

Apologies: Mrs Pauline Latham and Jessica Morden

1. Informal Note

The Committee **agreed** the informal note of the meeting on 19 October 2020.

2. Commons Estate refurbishment and Northern Estate Programme

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

Ms Coman provided an update following the decision taken by the House of Commons Commission to use Richmond House as Member accommodation and on the review of plans for the development of the Northern Estate. A new delivery strategy would be used so that projects were considered individually though linked within a wider portfolio of works to ensure a more agile approach and value for money. Current priorities included the completion of the refurbishment of Derby Gate in 2021 to allow the relocation of Members and their staff occupying Norman Shaw North, where refurbishment works would then begin, and work to upgrade infrastructure on the Northern Estate.

Decision

The Committee:

- **thanked** the Managing Director of In-House Services and Estates for the update but noted that it would not be taking a decision on the proposals at this point;
- **noted** that it would be asked to consider a more detailed plan, with full costings, in February or mid-March 2021; and
- **noted** that further projects within the agile portfolio would be brought to the Committee as the portfolio moved forward.

3. Media facilities on the Estate

This item was deferred to a future meeting.

4. COVID-19 response update

Marianne Cwynarski, Chair of the COVID-19 Planning Group, Richard Tapner-Evans, Director of Catering, and James Turner, Director of Customer Experience and Service Delivery, In-House Services and Estates, briefed the Committee.

The Chair provided an update following the meeting of the House of Commons Commission earlier that day when it had considered the House's response to the COVID-19 pandemic and preparations for the new lockdown. The Commission had agreed that ensuring the House could continue to operate during the lockdown was a priority and that working from home was to be encouraged for staff where their roles allowed, though staff who could not work from home because they lived in shared households or for mental health reasons should be permitted to work on the Estate.

Richard Tapner-Evans then provided an update on catering provision during the lockdown. He said that most venues would continue to remain open.

A Member asked when those who had booked commercial banqueting events in the coming year were expected to be notified that their events were likely to be cancelled. Mr Tapner-Evans said that a decision on those bookings would be made at the end of the month as the outlook became clearer after which customers would be informed directly.

Decision

The Committee **noted** the update.

5. Any other business

Travel Office Consumer Panel

Marion Fellows, Chair of the Travel Office Consumer Panel, provided an update following the recent meeting of the Panel.

The Committee will next meet on 9 November at 4.30pm.