

ADMINISTRATION COMMITTEE

Note of discussion for the meeting held on 9 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 Pauline Latham

Mrs Maria Miller
Jessica Morden
Mark Tami
Giles Watling

Apologies: Colleen Fletcher

1. Informal Note

The Committee **agreed** the informal note of the meeting on 2 November 2020.

2. House of Commons Library

Penny Young, House of Commons Librarian and Managing Director, and Edward Wood, Director of Research, Research and Information, briefed the Committee.

Ms Young provided an update on the work of the House of Commons Library, including the new Library website and the Library's response to COVID-19. She reported that though the Library received high customer satisfaction ratings it was keen to develop its services in response to the needs of Members, particularly to improve its range of online resources following feedback from Members and their staff.

A Member asked whether the Library service was outward facing. Ms Young said that the Library dealt with very few enquiries from the general public. There was a public benefit in making information more widely available online. It was generally used by those with an involvement or direct interest in the work of Parliament such as academics, journalists and other professionals. She added that Library enquiries from Members were confidential and were not published. Mr Wood added that the research and information published online was in response to the interests of Members and their staff.

Decision

The Committee **noted** the update.

3. Fire safety in Parliament

James Turner, Director of Customer Experience and Service Delivery, and John Bradbury, Fire Safety Manager, briefed the Committee [Oliver Dixon, Assistant Director, Strategic Estates, also joined the call].

Mr Bradbury provided an update on the progress of the Fire Safety Improvement Works Programme and gave notice of period of intrusive testing work which would take place at weekends in early 2021 and bring the Programme to completion and ensure that Parliament met its statutory fire safety obligations.

The Chair thanked Mr Bradbury and his team for their work.

Decision

The Committee:

- **noted** the update; and
- **supported** the intrusive testing and commissioning period on weekends in early 2021.

4. Any other business

APPGs inquiry

The Committee **noted** a letter from the Chair of the Committee on Standards on the launch of its inquiry into the rules and regulation of All-Party Parliamentary Groups (APPGs).

The Committee will next meet on 16 November at 4.30pm.