

ADMINISTRATION COMMITTEE

Note of discussion for the meeting held on 23 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
Mark Tami
Giles Watling

Apologies: Colleen Fletcher

1. Informal Note

The Committee **postponed agreement** of the informal note of the meeting on 16 November 2020.

2. Estate perimeters and access

James Turner, Director of Customer Experience and Service Delivery, In House Services and Estates, briefed the Committee.

Decision

The Committee:

- **noted** the update; and
- **agreed** the Chair's proposal that he write to the new Director of Security when they took up post the following month to highlight the matters raised during the meeting.

3. Update on HR support for Members and their staff

Chris Sear, Head of Members and Members' Staff Engagement, HR and Finance, briefed the Committee.

Mr Sear provided an update on the progress of the new Members' Services Team. The new service offered two areas of support: HR advice for Members in their role as employers, and engagement work, pastoral and wellbeing support for their staff as well as signposting to resources such as the Employee Assistance Programme. The team was working with colleagues across the House Service, the various unions, the Members' and Peers' Staff Association (MAPSA) and had developed a close working relationship with IPSA.

Decision

The Committee **noted** the update.

4. Any other business

Essential lift works in Portcullis House

Isabel Coman, Managing Director, In-House Service and Strategic Estates, provided an update on lift repairs in Portcullis House in response to a query from a Member at the last meeting.

The Committee **noted** the update.

UK Parliament Now app

A Member congratulated the teams involved in producing the UK Parliament Now annunciator app as they and many colleagues found it useful in their work and asked if a web version was also available.

The Committee will next meet on 30 November at 4.30pm.