

ADMINISTRATION COMMITTEE

Note of discussion for the meeting held on 7 December 2020 at 4.30pm

[Meeting held over Microsoft Teams as a videoconference]

Members present:

Sir Charles Walker (in the Chair)

Michael Fabricant
Marion Fellows
Colleen Fletcher

Sir Greg Knight
Mrs Pauline Latham
Giles Watling

Apologies: Mrs Maria Miller and Mark Tami

1. Informal Note

This item was deferred to the next meeting.

2. Fees and charges 2021-22

Malin Eliasson, Director of Corporate Finance and Performance, briefed the Committee.

[Mostaque Ahmed, Managing Director, Finance, Portfolio and Performance, Abbie Fox-Smith, Director of Visitor Experience, and Richard Tapner-Evans, Director of Catering Services, also joined the call for this item].

Ms Eliasson presented the full fees and charges policy and schedule for 2021-22 following the Committee's initial discussion at its meeting on 16 November. She noted that any recommendations made by the Committee would be reported to the House of Commons Commission when it discussed the House's medium-term financial plan at its meeting the following week. Under the proposals, most charges would remain the same, except for services such as visitor tours, while a review of charges for banqueting and the nursery service would be conducted in the New Year, the latter at the request of Mr Speaker. The schedule had been formulated on the basis that total income was expected to be higher in 2021-22 than in the current financial year because of the effects of the pandemic. Any changes to fees and charges would take effect from 1 April 2021.

The Chair said that he would relay the Committee's recommendation that any price increase should be deferred until later in the year to the Commission.

Decision

The Committee:

- **agreed** not to re-confirm the Fees and Charges Policy, but to carry out a review of the Policy in early 2021; and
- **agreed** the schedule of fees and charges, but to recommend to the Commission that the proposed 3% increase to catering prices be implemented later in the 2021/22 financial year, as opposed to 1 April 2021.

3. Any other business

Correspondence

The Chair reported that he had written to the new Director of Security on 2 December and met with her earlier that day to raise the Committee's concerns over the significant security risk of rough sleeping in the vicinity of the Estate, after which he had sent a further letter reiterating the points raised which would be circulated after the meeting.

The Committee **noted** the Chair's letter to the Director of Security, dated 2 December 2020.

The Committee also **noted** a letter from the Parliamentary Press Gallery, dated 1 December 2020, announcing the new officer nominations for the Press Gallery and Lobby.

Window cleaning in Portcullis House

A Member asked if something could be done to address the cleanliness of windows in Portcullis House as window washing was infrequent. James Turner (Director of Customer Experience and Service Delivery, In House Services, in attendance) said that he would follow up on the exterior cleaning of windows in Portcullis House.

The Committee will next meet on Monday 11 January 2021 at 4.30pm.