



SERVICES COMMITTEE

Minutes

Wednesday 28 April at 2.45pm on Microsoft Teams

Present:

Lord Touhig (Chair)
Lord Ashton of Hyde
Lord Borwick
Lord Clark of Windermere
Lord Clement-Jones
Baroness Deech
Lord Judge
Baroness Morris of Bolton
Lord Stoneham of Droxford
Baroness Wheeler

Together with the Clerk of the Parliaments.

Fehintola Akinlose (Finance Director), Michael Winders (Director of Communications) and Carl Woodall (Director of Facilities) were also in attendance. David Johnstone (Senior Facilities Manager) and Justin Hills (Head of Property and Office Services) attended for item 4; Beverley Weston (Director of Capital Investment, IHSE) and Georgina Vlasveld (Design Manager – Masterplan, IHSE) attended for item 7.

1. Apologies

There were no apologies received.

The Committee was informed that the presentation from the Parliamentary Broadcasting Unit had been postponed to the next meeting.

The Chair thanked the Committee for its flexibility in changing the date and time of the meeting to accommodate the expected prorogation.

2. Minutes of the 10th meeting, and matters arising

The Committee agreed the minutes of the previous meeting.

3. Notices from the Chair (S/19-21/69) [RESTRICTED]

The note updated the Committee on a number of matters from the previous meeting, and items that had been dealt with since the last meeting. [REDACTED]. The Committee welcomed a further update on the Archives Relocation Programme at an appropriate point.

4. Electric Vehicle Charging Points (S/19-21/70) [RESTRICTED]

Since the Committee had last received a paper on Electric Vehicle Charging Points (EVCs), further consideration had been given to the way in which EVCs would be delivered and a business case had been submitted to the Finance Department for consideration and approval. The proposed solution would result in the loss of three parking spaces in Royal Court but would deliver six EVC parking spaces and ensure accessible spaces met regulatory requirements.

The exact model of EVC units had not been confirmed but would be freestanding units and members would be able to pay for charging via a smartphone app. The units would use a third party network and would not interact with the Parliamentary network; cyber security had been consulted. It was confirmed that installation of the EVC units had received listed building consent.

The Administration did not hold any information on the number of members with electric vehicles. There were three EVCs in the Commons Underground Car Park which, pre-Covid were understood to be in regular use when the House was sitting.

A member highlighted that the charging points needed to be suitable for use on a variety of electric cars and consideration needed to be given as to how the introduction of EVCs on the Estate related to the mileage travel allowance that could be claimed.

The Committee discussed the value in conducting a quick survey of members to understand the appetite for EVC provision; whether what was proposed was sufficient and would meet the current and future requirements of members. Questions were also raised on the management of the EVC spaces, how long users would be able to park, and how use would be managed.

It was accepted that the current parking policy would have to be extended to include the operation of EVC spaces. It was also agreed that there was benefit in conducting a short survey of members.

The Committee agreed to wait for the outcome of the business case submission and the survey and requested a further paper covering both, alongside plans for the practical operation of the EVCs spaces; at which point it would take a final decision.

5. COVID-19 Update (S/19-21/71) [RESTRICTED]

The Clerk of the Parliaments confirmed that the position of not serving alcohol on the Lords parts of the Estate was being maintained, at least until the country moved into the next step of the national roadmap, at which point alcohol could be served inside, expected on 17 May. There had been a slight increase in the number of members on the Estate since the last update, the Administration continued to encourage members and staff to work from home where possible.

The capacity limits in the Chamber had been measured out following advice from Public Health England based on a reduction in social distancing.

The Administration did not collect data on the vaccination of staff. The Commission would have the opportunity to question Public Health England on the impact of vaccination on spreading COVID-19 at its next meeting and whether this could impact on the limits currently in place in the Chamber.

The Committee took note of the update.

6. Presentation from Parliamentary Broadcasting Unit on new subtitling service

This item was deferred to the next meeting.

**7. Introduction to the Parliamentary Estate Masterplan (S/19-21/72)
[RESTRICTED]**

The Committee received an introductory presentation on the Parliamentary Estate Masterplan and would have the opportunity to consider it in more detail at future meetings.

The Masterplan set out the long term vision for the Parliamentary Estate and provided a basis from which to take decisions on future projects and programmes. The Masterplan covered a 5 to 30 year period, with Restoration and Renewal (R&R) responsible for delivering part but not all of it.

The Masterplan would return to the Committee again ahead of the summer before it went to the Commissions of both Houses for endorsement in the Autumn. The Masterplan team was working closely with the R&R teams on the development of the plan; the delivery of the remaining areas of the plan would be a decision for Parliament but it was unlikely that it would involve the setting up of a responsible body. The expectation was that the plan would largely be delivered through In-House Services and Estates projects and programmes.

The Masterplan did not cover the Chambers or their procedures. It had looked at future ways of working and how space can be saved on office accommodation with more flexible working, to increase space available for improved amenities. It had also considered the number, location and intended users of entrances on the Estate and hoped to simplify and streamline these. Another option included in the plan was the use of an underground logistics network to free up the ground plate.

The Committee took note of the update.

8. AOB

The Forward Work Programme was circulated for the Committee's information.

A query was raised on the provision of desk space for members, the Committee was informed that this was a matter for the Accommodation Steering Group and arrangements for a meeting of this Group were underway to address these concerns.

The next meeting will be on 27 May at 1pm.

Small sections of these minutes have been redacted, usually for reasons such as commercial confidentiality and sensitive management information.

Gabby Longdin
Clerk

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