

ADMINISTRATION COMMITTEE

Note of Discussion for the meeting held on 1 March 2021 at 4.30pm

[Virtual meeting held on Microsoft Teams]

Members present:

Sir Charles Walker (in the Chair)

Michael Fabricant
Marion Fellows
Mrs Pauline Latham
Mrs Maria Miller

Jessica Morden
Mark Tami
Giles Watling

Apologies: Colleen Fletcher and Sir Greg Knight

1. Informal Note

The Committee **agreed** the informal note of the meeting on 22 February 2021.

2. Members' insurance schemes

Chris Sear, Director of the Members' Services Team, Tara Cullen, Operations Lead, Members' Services Team, and Debbie McGuire, Member Services Manager, Finance, Portfolio and Performance Team, briefed the Committee on the insurance schemes available to Members.

Mr Sear provided a general overview of the schemes on offer and said that his team was keen to engage with the Committee and Members more widely to raise awareness of them. Ms McGuire then discussed the personal accident and travel insurance schemes.

A Member asked if the information on insurance schemes provided to Members' during the induction process when joining the House could be made available again further down the line.

The Chair said that he would write to all Members informing them of the insurance schemes available to them. A Member asked if a summary of the schemes could be provided in a format that could be placed on office walls or noticeboards for information.

A Member asked if there was a single point of contact for the insurance schemes as it was useful to have a named individual to approach with queries. Mr Sear said that the Members' Services Team was responsible for all of the schemes except for travel accident cover (which was managed by Debbie McGuire, Finance, Portfolio and Performance Team) and could act as a point of contact to resolve or direct enquiries. The Chair said that it would be useful to have a named person to assist with enquiries.

Decision

The Committee **noted** the update.

3. Any other business

Decisions of the Commission

The Committee **noted** the decisions of the House of Commons Commission for the meeting held on 8 February.

Future pilots

The Chair reported that the Parliamentary Digital Service would be contacting all Members to invite them to register for future pilots of new or amended services or tools.

IPSA

The Committee **agreed** to hold a session with the Chief Executive and Interim Chair of IPSA at a future meeting.

The Committee will next meet on 8 March 2021 at 4.30pm.