

ADMINISTRATION COMMITTEE

Note of Discussion for the meeting held on 17 May 2021 at 4.30pm

[Virtual meeting held on Microsoft Teams]

Members present:

Sir Charles Walker (in the Chair)

Michael Fabricant
Marion Fellows
Sir Greg Knight

Mrs Pauline Latham
Mrs Maria Miller
Giles Watling

Apologies: Colleen Fletcher, Jessica Morden and Mark Tami.

1. Informal Note

The Committee **agreed** the informal note of the meeting on 26 April 2021.

2. COVID-19 roadmap

John Owen, Director of Strategic Business Resilience, briefed the Committee [James Turner, Director of Customer Experience and Service Delivery, and Richard Tapner-Evans, Director of Catering Services, also joined the meeting for this item].

Mr Owen provided an update on the decisions taken by the House of Commons Commission earlier that day on the House's roadmap out of lockdown. The Committee was asked whether it wished for the "rule of 6" (the guidance for hospitality venues in England) to be applied to certain catering venues in the House. Previously the House had been able to open certain venues under the workplace guidance. The Portcullis House Atrium was still classed as a workplace venue so the rule of 6 would not apply. Mr Owen noted the work done by catering teams to create different table set ups.

Decision

The Committee:

- **noted** the decisions taken by the House of Commons Commission in line with the roadmap; and
- **endorsed** the opening of certain catering venues, to be operated in line with guidelines for the hospitality sector.

3. VIP access paper

Ugbana Oyet, Serjeant at Arms, and Andy Martin, Head of Access and Services, briefed the Committee.

Mr Oyet put forward a proposal to amend the current arrangements for VIP access to the Estate.

Decision

The Committee:

- **noted** the current position regarding VIP access arrangements; and
- **agreed** to amend the arrangements.

4. Any other business

Future meeting arrangements

The Committee **agreed** to cancel the meeting planned for 21 June.

Decisions of the Commission

The Committee **noted** the decisions of the House of Commons Commission for the meeting on 19 April.

Stationery rules

The Committee **noted** a letter to Mr Speaker from the Chair of the Committee and the Chair of the Committee on Standards on stationery rules, dated 11 May 2021.

The Committee will next meet on 24 May 2021 at 4.30pm