

ADMINISTRATION COMMITTEE

Note of Discussion for the meeting held on 21 June 2021 at 4.30pm

[Virtual meeting held on Microsoft Teams]

Members present:

Michael Fabricant (in the Chair)

Marion Fellows
Sir Greg Knight
Mrs Pauline Latham
Mrs Maria Miller

Jessica Morden
Mark Tami
Giles Watling

In the absence of the Chair, Michael Fabricant was called to the chair.

Apologies: Colleen Fletcher

1. Informal Note

The Committee **agreed** the informal notes of its meetings on 7 and 14 June 2021.

Mrs Maria Miller was called to the chair.

2. Members' Services Team and Director of Member Engagement (update)

Chris Sear, Director of the Members' Services Team, and Kate Emms, Director of Member Engagement, briefed the Committee.

Mr Sear provided an update on the work of the Members' Services Team in the following areas:

- *HR advice* – a new HR best practice guide with information on all of the issues Members were likely to encounter as employers was due to be published, and workshops would also be offered on specific areas covered in the guide.
- *Members and Members' staff engagement and events* – the team were proactive in providing information and key contacts to new starters in Members' offices to raise awareness of their services and to invite them to induction courses and monthly new joiner events. New staff were also provided with a checklist of generic material applicable to roles across offices which would also be shared with Members. Weekly office calls for Members' office managers, which were joined by over 100 participants, had expanded to include staff in similar and related roles who would also benefit from participating. In addition, a staff member in the Security Directorate had been tasked with looking at the delivery of regional events for Members and constituency staff.

Ms Emms provided an overview of refresher events for Members planned for the autumn. The first, organised by Mr Speaker, was a Chamber event that would focus on the conventions and courtesies of the House. In conjunction, the House service was organising a three-day event in the Attlee Suite aimed primarily at Members who had

joined the House since 2019 (though it would also be open to all Members and their staff) and had had little opportunity to work on the Estate under normal circumstances. A Member asked if the Chamber event could cover dress as well as the protocols of the House.

Decision

The Committee **noted** the update.

3. Any other business

Travel Office Consumer Panel

Marion Fellows, Chair of the Travel Office Consumer Panel, provided an update on the re-procurement of the Travel Office contract.

The Committee **noted** the update.

Halal and Kosher meals

The Committee **noted** that Catering Services would offer halal and kosher meals from October, following a trial period.

Attlee Suite derogation request

The Committee **agreed** a request from the Members' Services Team for the use of the Attlee Suite for the week commencing 18 October for refresher events and training for Members.

The Committee will next meet on 28 June 2021 at 4.30pm