



Formal Minutes of the Administration Committee in Session 2021–22

The Formal Minutes of a select committee record its formal proceedings and decisions.

They include:

- the names of the members who attended (all or part of) each meeting of the Committee;
- declarations of members' interests;
- details of written and oral evidence reported to the House by the Committee;
- any other formal decisions taken by the committee (recorded as 'orders' or 'resolutions'), for example to begin an inquiry, to report evidence to the House, to make a visit or to appoint a specialist adviser; and
- visits made by the Committee.

When the Committee publishes a Report, the Formal Minutes relating to consideration of the draft Report are published with the Report itself, and are not included in this document. You can find these reports on the Committee's webpages.

For more information about Formal Minutes, see [Erskine May paragraph 38.26](#).

Transcripts of oral evidence taken in public by the Committee are available on the Committee's webpages.

Attendance statistics for members of the Committee are available on the Committee's webpages.

Monday 17 May 2021

Virtual meeting¹

Members present

Sir Charles Walker, in the Chair

Michael Fabricant

Marion Fellows

Sir Greg Knight

Mrs Pauline Latham

Mrs Maria Miller

Giles Watling

1. COVID-19 roadmap

John Owen, Director of Strategic Business Resilience, briefed the Committee

Resolved, That the Committee:

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

2. VIP access paper

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

Resolved, That the Committee:

- note the current position regarding VIP access arrangements; and
- agree to amend the arrangements.

¹ 'Virtual meeting' indicates a meeting held pursuant to the Order of the House of 24 March 2020 (as amended) relating to Select Committees (Participation and Reporting). At such meetings, some or all Members participated remotely through approved electronic means.

3. Stationery rules

Resolved, That the Committee note 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.

Adjournment

Adjourned till Monday 24 May 2021 at 4.30pm.

Monday 24 May 2021

Virtual meeting

Members present

Sir Charles Walker, in the Chair

Michael Fabricant

Marion Fellows

Colleen Fletcher

Mrs Pauline Latham

Mrs Maria Miller

Mark Tami

Giles Watling

Restoration and Renewal Member and Parliamentary Engagement Plans

Sarah Johnson, Chief Executive, and Lucy Owen, Chief of Staff, Restoration and Renewal Sponsor Body, briefed the Committee.

Resolved, That the Committee note the plans for Member, parliamentary community and public engagement on the R&R Programme.

Adjournment

Adjourned till Monday 7 June 2021 at 4.30pm.

Monday 7 June 2021

Virtual meeting

Members present:

Sir Charles Walker, in the Chair

Michael Fabricant

Marion Fellows

Sir Greg Knight

Mrs Pauline Latham

Mrs Maria Miller

1. Broadcasting on the Parliamentary Estate

Alasdair Rendall, Head of Media Relations, briefed the Committee.

Resolved, That the Committee note the update; and agree to the interim and non-exclusive use of the Central Lobby broadcasting point and House of Commons filming points by GB News until the outcome of the work on the ownership and management of filming points.

2. Hybrid working trial

Mandy Eddolls, Managing Director, People and Culture Team, and Patsy Richards, Decant Director, briefed the Committee.

Resolved, That the Committee note the update.

3. Parliamentary Switchboard Service

Sean House, Head of Transformation; James Turner, Director of Customer Experience and Service Delivery; and David Newsome, Customer Director, In-House Services and Estates, briefed the Committee.

Resolved, That the Committee note the update.

4. Correspondence with the Leader of the House

Resolved, That the Committee note correspondence between the Chair and the Leader of the House, dated 25 May and 27 May, on divisions of the House.

Adjournment

Adjourned till Monday 14 June 2021 at 4.30pm.

Monday 14 June 2021

Virtual meeting

Members present:

Sir Charles Walker, in the Chair

Michael Fabricant

Marion Fellows

Colleen Fletcher

Sir Greg Knight

Mrs Pauline Latham

Mrs Maria Miller

Jessica Morden

Mark Tami

Giles Watling

COVID-19 update

John Owen, Director of Strategic Business Resilience, and Marianne Cwynarski, Managing Director, House of Commons Governance Office, briefed the Committee.

Resolved, That the Committee note the update.

Adjournment

Adjourned till Monday 21 June 2021 at 4.30pm.

Monday 21 June 2021

Virtual meeting

Members present:

Michael Fabricant
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.

1. Members' Services Team and Director of Member Engagement

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

Resolved, That the Committee note the update.

Mrs Maria Miller was called to the chair.

2. Travel Office Consumer Panel

Marion Fellows, Chair of the Travel Office Consumer Panel, briefed the Committee.

Resolved, That the Committee note the update.

3. Attlee Suite derogation request

Resolved, That 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.

Adjournment

Adjourned till Monday 21 June 2021 at 4.30pm.

Monday 28 June 2021

Virtual meeting

Members present:

Sir Charles Walker, in the Chair

Michael Fabricant

Colleen Fletcher

Mrs Pauline Latham

Mrs Maria Miller

Jessica Morden

1. Restoration and Renewal (R&R) Design Assumptions

Lucy Owen, Chief of Staff, Sponsor Body, Clementine Brown, Head of Parliamentary Engagement, Sponsor Body, and John Thursfield, Engagement Strategy Manager, Sponsor Body, briefed the Committee.

Resolved, That the Committee note the Restoration and Renewal design assumptions.

2. Restoration and Renewal (R&R) Space Utilisation Survey

Lucy Owen, Chief of Staff, Sponsor Body, Clementine Brown, Head of Parliamentary Engagement, Sponsor Body, and John Gullick, Head of Stakeholder Engagement and Consents, Delivery Authority, briefed the Committee.

Resolved, That the Committee agree not to endorse the proposal to undertake a space utilisation survey of 230 key spaces across the Palace or to the other contingent proposals set out in the paper.

3. Industry and Parliament Trust Annual Cycle Challenge

Resolved, That the Committee note a request approved by the Chair for the Industry and Parliament Trust to host its annual Royal British Legion Poppy Appeal Cycle Challenge in the Atrium of Portcullis House on 3 November.

Adjournment

Adjourned till Monday 5 July 2021 at 4.30pm.

Monday 5 July 2021

Virtual meeting

Members present:

Sir Charles Walker, in the Chair

Michael Fabricant

Marion Fellows

Colleen Fletcher

Sir Greg Knight

Mrs Pauline Latham

Mrs Maria Miller

Giles Watling

1. POST Board nomination

Resolved, That the Committee agree to nominate Mrs Maria Miller to sit on the on the Board of the Parliamentary Office of Science and Technology (POST).

2. Central Lobby broadcasting point proposal

Alasdair Rendall, Head of Media Relations, Commons Governance Office, briefed the Committee.

Resolved, That the Committee agree that further detailed planning should be undertaken to establish a Parliament-owned and run broadcast plug-in point in Central Lobby but stressed the importance of the Finance Committee being engaged before a final decision was taken.

3. Smoking and vaping areas on the Estate

Andy Martin, Head of Access and Services, briefed the Committee.

Resolved, That the Committee endorse the existing arrangements for those smoking and vaping on the Estate.

4. Parliamentary Estate Masterplan

Bev Weston, Director of Capital Investment, In-House Services and Estates, briefed the Committee.

Resolved, That the Committee note the update.

5. Electric vehicle charging points

Isabel Coman, Managing Director, In-House Services and Estates, and Tim Killip, Director of Parliamentary Maintenance, briefed the Committee.

Resolved, That the Committee note the update.

Adjournment

Adjourned till Monday 12 July 2021 at 4.30pm.

Monday 12 July 2021

Virtual meeting

Members present:

Sir Charles Walker, in the Chair

Michael Fabricant

Marion Fellows

Colleen Fletcher

Sir Greg Knight

Mrs Pauline Latham

Mrs Maria Miller

Jessica Morden

1. House of Commons Commission / COVID-19 update

John Owen, Director of Strategic Business Resilience, and Richard Tapner-Evans, Director of Catering Services, briefed the Committee.

Resolved, That the Committee:

- note the update;
- agree that Upper Waiting Hall exhibitions should resume from October, with the ballot opening in September for exhibitions in spring 2022 (January to Easter); and
- agree that exhibition corner should open to exhibitions by in-house departments from September 2021.

2. Summer recess intrusive works update update

Isabel Coman, Managing Director, In-House Services and Estates, briefed the Committee.

Resolved, That the Committee note the update.

Adjournment

Adjourned till Monday 19 July 2021 at 4.30pm.

Monday 19 July 2021

Virtual meeting

Members present:

Sir Charles Walker, in the Chair

Michael Fabricant

Marion Fellows

Sir Greg Knight

Mrs Pauline Latham

Mrs Maria Miller

Jessica Morden

Giles Watling

Session with the Clerk of the House and the Director General

Dr John Benger, Clerk of the House, and Marianne Cwynarski, Director General (Operations), briefed the Committee.

Resolved, That the Committee note the update.

Adjournment

Adjourned till Monday 6 September at 4.30pm.

Monday 6 September 2021

Members present:

Sir Charles Walker, in the Chair

Michael Fabricant

Marion Fellows

Colleen Fletcher

Mrs Pauline Latham

Mrs Maria Miller

Giles Watling

1. House of Commons Commission update

Resolved, That the Committee note the update.

2. Correspondence from the Home Affairs Select Committee

Resolved, That the Committee note the correspondence.

Ordered, That the Clerk draft a response to the letter.

3. Member Accommodation Moves Programme

Dominic Bransden, Head of Accommodation, briefed the Committee.

Resolved, That the Committee note the update.

4. Catering Services

Richard Tapner-Evans, Director of Catering Services, briefed the Committee.

Resolved, That the Committee note the update.

Adjournment

Adjourned till Monday 13 September at 4.30pm.

Monday 13 September 2021

Members present:

Sir Charles Walker, in the Chair

Michael Fabricant

Marion Fellows

Colleen Fletcher

Mrs Pauline Latham

Mrs Maria Miller

Jessica Morden

Giles Watling

1. Tours of the Palace of Westminster and Elizabeth Tower

Abbie Fox-Smith, Director of Visitor Experience, Chamber and Participation Team, briefed the Committee.

Resolved, That the Committee endorse a finance model balanced between options 2 and 3 in the paper that saw some cost recovery for tours of the Elizabeth Tower.

2. Fire safety and fire drills

Carl Woodall, Chair of the Parliamentary Fire Safety Committee and Director of Facilities, House of Lords, and John Bradbury, Fire Safety Manager and Competent Person for Fire Safety, In-House Services and Estates, briefed the Committee.

Resolved, That the Committee endorse option 1 in the paper.

3. In-House Services and Estates summer works

Isabel Coman, Managing Director, In-House Services and Estates briefed the Committee.

Resolved, That the Committee note the update.

Adjournment

Adjourned till Monday 20 September at 4.30pm.

Monday 20 September 2021

Members present:

Sir Charles Walker, in the Chair

John Cryer

Marion Fellows

Sir Greg Knight

Mrs Pauline Latham

Mark Tami

Giles Watling

1. Annunciator System and channels

Isabel Coman, Managing Director, and Donald Grant, Director, Property, Planning & Design, In-House Services and Estates, briefed the Committee.

Resolved, That the Committee note that issues with regional BBC1 channels had been resolved.

2. Members' Services Fair

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

Resolved, That the Committee note the update.

3. Filming request

Resolved, That the Committee agree a filming request from the BBC to record a piece to camera in front of the painting *The House of Commons 1793-94* by Karl Anton Hickel.

Adjournment

Adjourned till Monday 25 October at 4.30pm.

Monday 25 October 2021

Members present:

Sir Charles Walker, in the Chair

John Cryer

Marion Fellows

Sir Greg Knight

Mrs Maria Miller

In the absence of the Chair, Mrs Maria Miller was called to the chair.

Sir Charles Walker resumed the Chair.

1. Restoration and Renewal (R&R) Member Engagement

Chris Sexton, Chief of Staff, Restoration and Renewal Sponsor Body, and John Thursfield, Engagement Strategy Manager, briefed the Committee.

Resolved, That the Committee note the update.

2. Travel Office Consumer Panel update

Debbie McGuire, Travel Office Contract Manager, and Sean House, briefed the Committee.

Resolved, That the Committee note the update and agree to receive the next update on Travel Office services in June 2022.

3. UK Parliament Week update

Amy Baxter, Head of Education and Engagement, briefed the Committee.

Resolved, That the Committee note the update.

4. Update from the Director of Customer Experience and Service Delivery

James Turner, Director of Customer Experience and Service Delivery, In-House Services, briefed the Committee.

Resolved, That the Committee note the update.

Adjournment

Adjourned till Monday 8 November at 4.30pm.

Monday 8 November 2021

Members present:

Sir Charles Walker, in the Chair

Michael Fabricant

Colleen Fletcher

Sir Greg Knight

Mrs Pauline Latham

Mrs Maria Miller

Giles Watling

1. Retail Services

James Turner, Director of Customer Experience and Service Delivery, briefed the Committee.

Resolved, That the Committee note the update.

2. Restoration and Renewal surveys (update and new proposal)

Clementine Brown, Head of Parliamentary Engagement, Sponsor Body and John Gullick, Head of Stakeholder Engagement, Delivery Authority, briefed the Committee.

Resolved, That the Committee note the R&R survey progress update; and endorse the proposal to undertake a ground investigation survey.

3. New House Service Strategy

Matthew Hamlyn, Strategic Director, Chamber Business Team, Chamber and Participation Team, and Emily Baldock, Director of Strategy and Business Planning, briefed the Committee.

Resolved, That the Committee note the update.

5. Flat Roofs Project and Terrace Stonework

Isabel Coman, Managing Director, In-House Services and Estates, briefed the Committee.

Resolved, That the Committee note the update.

4. Underground Car Park works

Andy Martin, Head of Access and Services, briefed the Committee.

Resolved, That the Committee note the update and ask for a fuller update on the Car Park.

Adjournment

Adjourned till Monday 15 November at 4.30pm.

Monday 15 November 2021

Members present:

Sir Charles Walker, in the Chair

John Cryer

Michael Fabricant

Marion Fellows

Colleen Fletcher

Sir Greg Knight

Mrs Pauline Latham

Mrs Maria Miller

Mark Tami

Giles Watling

Fees and charges 2022-23

Malin Eliasson, Director of Corporate Finance and Performance, and Richard Tapner-Evans, Director of Catering Services, briefed the Committee.

Resolved, That the Committee re-confirm the Fees and Charges Policy; and note the proposed changes to the schedule of fees and charges for 2022-23.

Adjournment

Adjourned till Monday 22 November at 4.30pm.

Monday 22 November 2021

Members present:

Sir Charles Walker, in the Chair

Michael Fabricant

Marion Fellows

Sir Greg Knight

Mrs Pauline Latham

Mrs Maria Miller

1. Offsite Screening and Consolidation Centre

Wesley Auvache, Head of Logistics, and James Turner, Director of Customer Experience and Service Delivery, In-House Services and Estates, briefed the Committee.

Resolved, That the Committee note the update.

2. Catering provision for those with allergies

Richard Tapner-Evans, Director of Catering Services, briefed the Committee, briefed the Committee.

Resolved, That the Committee note the update.

Adjournment

Adjourned till Monday 29 November at 4.30pm.

Monday 29 November 2021

Members present:

Sir Charles Walker, in the Chair

John Cryer

Michael Fabricant

Marion Fellows

Mrs Pauline Latham

Mrs Maria Miller

Jessica Morden

1. Members' Services Fair

Chris Sear, Director of the Members' Services Team, briefed the Committee.

Resolved, That the Committee note the update.

2. Strategic framework for the work of the Administration Committee: follow up

Mrs Maria Miller briefed the Committee.

Resolved, That the Committee endorse the proposal set out in the paper.

3. Transforming Digital and User Survey update

Libby Kurien, Director of Business Change, Managing Director, Parliamentary Digital Service (PDS), briefed the Committee.

Resolved, That the Committee note the update.

4. Access rules update

Ugbana Oyet, Serjeant-at-Arms, briefed the Committee.

Resolved, That the Committee note the update.

Adjournment

Adjourned till Monday 6 December at 4.30pm.

Monday 6 December 2021

Members present:

Sir Charles Walker, in the Chair

John Cryer

Michael Fabricant

Colleen Fletcher

Mrs Pauline Latham

Mrs Maria Miller

Jessica Morden

Giles Watling

1. House of Commons Commission update

The Chair briefed the Committee.

Resolved, That the Committee note the update.

2. Security Programme Works update

Oliver Dixon, Assistant Director, In-House Services and Estates, briefed the Committee.

Resolved, That the Committee note the update.

3. MacBook offer to Members

Guy Drury, Digital Service Project Manager, and Rob Sanders, Director of Live Services, Parliamentary Digital Service (PDS), briefed the Committee.

Resolved, That the Committee note the update.

4. Members' Services Fair update

Chris Sear, Director of the Members' Services Team, briefed the Committee.

Resolved, That the Committee note the update.

Adjournment

Adjourned till Monday 10 January 2022 at 4.30pm.

Monday 10 January 2022

Members present:

Sir Charles Walker, in the Chair

John Cryer

Michael Fabricant

Mrs Maria Miller

Jessica Morden

Giles Watling

1. House of Commons Commission update

Gosia McBride, Secretary to the Commission, briefed the Committee.

Resolved, That the Committee note the update.

2. Strategic framework for the work of the Administration Committee

Mrs Maria Miller, Emily Baldock, Director of Strategy and Business Planning and Kate Emms, Director of Member Engagement, briefed the Committee.

Resolved, That the Committee note the paper and agree that the Chair would write to the Speaker.

Adjournment

Adjourned till Monday 17 January at 4.30pm.

Monday 17 January 2022

Members present:

Sir Charles Walker, in the Chair

John Cryer

Michael Fabricant

Marion Fellows

Sir Greg Knight

Mrs Maria Miller

Jessica Morden

Mrs Pauline Latham

Mark Tami

Giles Watling

Discussion with the Director of Security for Parliament

Alison Giles, Director of Security for Parliament; Ian Dougal, Head of Security Projects; Ted Barry, Deputy Director of Security (People Security); Neil Cahalin, Personal Security Adviser, and Alice Holmes, Communications Director, briefed the Committee.

Resolved, That the Committee note the update.

Adjournment

Adjourned till Monday 24 January at 4.30pm.

Monday 24 January 2022

Members present:

Sir Charles Walker, in the Chair

John Cryer

Marion Fellows

Colleen Fletcher

Sir Greg Knight

Mrs Maria Miller

Jessica Morden

Giles Watling

Norman Shaw North works and crane erection

James Turner, Director of Customer Experience and Service Delivery, briefed the Committee.

Resolved, That the Committee note the update.

Adjournment

Adjourned till Monday 31 January at 4.30pm.

Monday 31 January 2022

Members present:

Sir Charles Walker, in the Chair

Michael Fabricant

Sir Greg Knight

Mrs Pauline Latham

Mrs Maria Miller

Jessica Morden

Giles Watling

1. Strategic framework for the work of the Committee

Resolved, That the Committee agree the letter to Mr Speaker.

2. House of Commons Communications Office

Alice Holmes, Director of Communications, Annabel Ellis, Head of Internal Communications (Operations), Alex Noonoo, Deputy Director of Internal Communications, Alasdair Rendall, Head of Media Relations, and Sasha Fuller, Deputy Director: Media, Planning and External Affairs, briefed the Committee.

Resolved, That the Committee note the update.

Adjournment

Adjourned till Monday 7 February at 4.30pm.

Monday 7 February 2022

Members present:

Sir Charles Walker, in the Chair

John Cryer

Colleen Fletcher

Michael Fabricant

Mrs Pauline Latham

Marion Fellows

Mrs Maria Miller

Giles Watling

1. Members' Services Team update

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

Resolved, That the Committee note the update.

2. Cultural Transformation Director and Head of Insight update

Sarah Petit, Cultural Transformation Director and Anna Ponomarenko, Head of Insight, briefed the Committee.

Resolved, That the Committee note the update.

Adjournment

Adjourned till Monday 28 February 2022 at 4.30pm.

Monday 28 February 2022

Members present:

Sir Charles Walker, in the Chair

Michael Fabricant

Marion Fellows

Sir Greg Knight

Mrs Pauline Latham

Mrs Maria Miller

Mark Tami

Giles Watling

New Palace Yard Underground Car Park

Isabel Coman, Managing Director, In-House Services and Estates, and Andy Martin, Head of Access and Services, briefed the Committee.

Resolved, That the Committee note the update.

Adjournment

Adjourned till Monday 7 March 2022 at 4.30pm.

Monday 7 March 2022

Members present:

Sir Charles Walker, in the Chair

John Cryer

Michael Fabricant

Marion Fellows

Colleen Fletcher

Mrs Pauline Latham

Mrs Maria Miller

Jessica Morden

Giles Watling

Backbench Business Committee debate

Resolved, That the Committee agree the application and title of the debate.

Adjournment

Adjourned till Monday 14 March 2022 at 4.30pm.

Monday 14 March 2022

Members present:

Sir Charles Walker, in the Chair

Michael Fabricant

Colleen Fletcher

Sir Greg Knight

Mrs Pauline Latham

Mrs Maria Miller

Jessica Morden

Mark Tami

Giles Watling

Mr John Spellar also attended for item 2.

1. House of Commons Commission

Gosia McBride, Secretary to the House of Commons Commission, briefed the Committee.

Resolved, That the Committee note the update.

2. Catering Services update

Richard Tapner-Evans, Director of Catering Services, briefed the Committee.

Resolved, That the Committee:

- note the Catering Strategy 2022 to 2027;
- note the current cost of catering; and
- note and supported the policies in place to buy and showcase British produce.

Adjournment

Adjourned till Monday 21 March 2022 at 4.30pm.

Monday 21 March 2022

Members present:

Sir Charles Walker, in the Chair

Michael Fabricant

Marion Fellows

Colleen Fletcher

Jessica Morden

Mark Tami

Giles Watling

1. Update on the House Service Strategy

Emily Baldock, Director of Strategy and Business Planning, briefed the Committee.

Resolved, That the Committee note the update.

2. Session with the Clerk of the House and Director General (Operations)

Dr John Benger, Clerk of the House, and Marianne Cwynarski, Director General (Operations) briefed the Committee

Resolved, That the Committee note the update.

Adjournment

Adjourned till Monday 28 March 2022 at 4.30pm.

Monday 28 March 2022

Members present:

Sir Charles Walker, in the Chair

Michael Fabricant

Marion Fellows

Colleen Fletcher

Mrs Pauline Latham

Mrs Maria Miller

Giles Watling

General Election Planning and Services

Resolved, That the Committee inquire into General Election Planning and Services.

Adjournment

Adjourned till Monday 25 April 2022 at 4.30pm.

Monday 25 April 2022

Members present:

Sir Charles Walker, in the Chair

John Cryer

Michael Fabricant

Marion Fellows

Mrs Maria Miller

Jessica Morden

1. New House Service Strategy

Emily Baldock, Director of Strategy and Business Planning, briefed the Committee.

The Committee considered this matter.

2. Draft Corporate Business Plan 2022/23

Emily Baldock, Director of Strategy and Business Planning, briefed the Committee.

Resolved, That the Committee endorse the draft Corporate Business Plan.

Adjournment

The Committee adjourned.