



Formal Minutes of the Finance Committee in Session 2019–21

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.

Tuesday 3 March 2020

Members present

Lilian Greenwood, in the Chair

Harriett Baldwin

Mr Clive Betts

Felicity Buchan

Gareth Davies

Nigel Mills

David Simmonds

Mark Tami

Dame Rosie Winterton

1. Declaration of interests

Members declared their interests, in accordance with the resolution of the House of 13 July 1992 (see Appendix).

2. Election of the Chair

Lilian Greenwood was called to the Chair.

3. Confidentiality and privilege

The Clerk briefed the Committee.

Resolved, That the Committee note the guidance on privilege and the confidentiality of proceedings.

4. Matters delegated to the Chair

Resolved, That the Committee delegate the following matters to the Chair:

- ☐ Agreeing the circulated agenda for Committee meetings (subject to the right of any Committee member to raise issues for the Committee to consider);
- ☐ Engaging in correspondence on Committee matters which is not sufficiently significant to require approval by the Committee or is of a routine nature;
- ☐ Arranging informal meetings in Westminster on matters relating to the Committee's remit (for example, with visiting parliamentarians);
- ☐ Authorising the issue of press notices; and

- ☐ Taking decisions which are consequential on matters already decided by the Committee or which are urgent.

5. Work and role of the Finance Committee

Robert Cope, Clerk, Mostaque Ahmed, Finance Director, and Ian Ailles, Director General of the House of Commons, briefed the Committee.

Resolved, That the Committee note the paper on its work and role, and agree to review the Committee's remit at its next meeting.

6. Restoration and Renewal Programme: Phase 1 Expenditure Limit, Estimate for 2020–21 and NEP Outline Business Case Transfer

Mostaque Ahmed, Finance Director, Sarah Johnson, Chief Executive, R&R Shadow Sponsor Body, Gurdip Juty, Chief Operating Officer, R&R Shadow Sponsor Body, briefed the Committee.

Resolved, That the Committee agree its advice to the Commission.

7. Pay remit 2020/21

Reg Perry, Head of Pay and Reward, and Dr Markos Koumaditis, Director, Human Resources, briefed the Committee.

Resolved, That the Committee agree its advice to the Commission.

8. Forward programme

The Committee considered this matter.

9. Papers to note

Resolved, That the Committee note the following papers:

- ☐ Quarterly progress report from the R&R shadow Sponsor Body to the Commissions: sixth report (Q3 of 2019/20)
- ☐ Restoration and Renewal Programme Delivery Team Q3 Report

Adjournment

Adjourned till Tuesday 5 May 2020 at 12.30pm.

Tuesday 5 May 2020

Virtual meeting

Members present:

Lilian Greenwood, in the Chair

Harriett Baldwin

Mr Clive Betts

Sir Geoffrey Clifton-Brown

Tommy Sheppard

David Simmonds

Mark Tami

Dame Rosie Winterton

1. Declaration of interests

Sir Geoffrey Clifton-Brown, Tommy Sheppard and Dame Rosie Winterton declared their interests, in accordance with the resolution of the House of 13 July 1992 (see Appendix).

2. Introduction to the Portfolio Performance Report and the impact of Covid-19

Mostaque Ahmed, Finance Director, Isabel Coman, Managing Director, In-House Services and Estates, and Tracey Jessup, Chief Information Officer and Managing Director, Parliamentary Digital Service, briefed the Committee.

Resolved, That the Committee note the Portfolio Performance Report for March 2020.

3. Overview of House finances

Mostaque Ahmed, Finance Director, and Alexander Mills, Chief Accountant and Head of Financial Capability, briefed the Committee.

Resolved, That the Committee note the overview of House finances.

4. Framework of Delegation and Finance rules

Mostaque Ahmed, Finance Director, and Alex Mills, Chief Accountant and Head of Financial Capability, briefed the Committee.

Resolved, That the Committee note the paper.

5. Restoration and Renewal Programme update

Ian Ailles, Director General, and Mostaque Ahmed, Finance Director, briefed the Committee.

Resolved, That the Committee note the update.

6. Work and role of the Finance Committee

Rob Cope, Clerk, Mostaque Ahmed, Finance Director, and Ian Ailles, Director General, briefed the Committee.

Resolved, That the Committee's current remit should be amended for the new Parliament and proposed to the Commission.

7. Draft forward programme

The Committee considered this matter.

Adjournment

Adjourned till Tuesday 2 June 2020 at 12.30 pm.

Tuesday 2 June 2020

Virtual meeting

Members present:

Lilian Greenwood, in the Chair

Harriett Baldwin

Mr Clive Betts

Felicity Buchan

Sir Geoffrey Clifton-Brown

Tommy Sheppard

David Simmonds

Mark Tami

Dame Rosie Winterton

1. Restoration and Renewal Programme: Funding for July 2020 to March 2021 and Annual Estimate for 2020/21

Sarah Johnson, Chief Executive, R&R Sponsor Body, Gurdip Juty, Chief Operating Officer, R&R Sponsor Body, and Liz Peace CBE, Chair of the Sponsor Board, briefed the Committee.

Resolved, That the Committee:

- ☐ Note that the R&R Programme's plans for 2020/21 have been amended in response to the evolving Coronavirus / Covid-19 pandemic and in light of the upcoming strategic review of the R&R Programme;
- ☐ Agree to recommend to the House of Commons Commission funding for the R&R Programme for July 2020 to March 2021 of £98.7m;
- ☐ Note that, taken together with previously-approved funding for April to June 2020 of £27.5m, the R&R Sponsor Body Estimate for the first Annual Estimate for the R&R Programme is £126.2m, and that this should be considered to be the initial Phase 1 Expenditure Limit which will be subject to variation as set out in schedule 4 of the 2019 Act; and
- ☐ Note that a Supplementary Estimate of £98.7 million for the R&R Programme will be laid during this Financial Year, and provision will be made to repay the advance from the Contingencies Fund in the meantime.

2. Corporate Business Plan outturn for 2019/20

Mostaque Ahmed, Finance Director, and Malin Eliasson, Director of Financial Management and Performance, and Jane Hough, Head of Business Planning and Performance, briefed the Committee.

Resolved, That the Committee note the paper.

3. Financial Monitoring Report 2019/20

Mostaque Ahmed, Finance Director, and Alexander Mills, Chief Accountant and Head of Financial Capability, briefed the Committee.

Resolved, That the Committee note the report.

4. Financial Monitoring FY 2020–21

Mostaque Ahmed, Finance Director, and Alexander Mills, Chief Accountant and Head of Financial Capability, will brief the Committee.

Resolved, That the Committee note the financial monitoring plans and early indicators.

5. Papers to note

Resolved, That the Committee note the following papers:

- ☐ Quarterly progress reports from the R&R Sponsor Body and Delivery Authorities: January to March 2020
- ☐ Matters arising from Finance Committee meeting on Tuesday 5 May 2020 regarding the Portfolio Performance Report

6. Draft forward programme

The Committee considered this matter

Adjournment

Adjourned till Tuesday 2 July 2020 at 12.30 pm.

Tuesday 7 July 2020

Virtual meeting

Members present:

Lilian Greenwood, in the Chair
Harriett Baldwin
Mr Clive Betts
Sir Geoffrey Clifton-Brown
Gareth Davies
Dame Eleanor Laing
Tommy Sheppard
David Simmonds
Mark Tami
Dame Rosie Winterton

1. Proposed change to the Northern Estate Programme

Ian Ailles, Director General, House of Commons, briefed the Committee.

Resolved, That the Committee agree its advice to the Commission.

2. Changes to banqueting and tours

Edge Watchorn, Managing Director, Participation, and Richard-Tapner Evans, Director of Catering, In-House Services and Estates, briefed the Committee.

Resolved, That Committee endorsed the principles that could be used to determine when banqueting and paid-for tours could resume.

3. House Service Strategy 2019–25 update and the Draft Corporate Business Plan 2020–21

Ian Ailles, Director General, House of Commons, and Mostaque Ahmed, Finance Director, Malin Eliason, Director of Financial Management & Performance, and Jane Hough, Head of Business Planning and Performance, briefed the Committee.

The Committee discussed this matter.

Resolved, That the Committee endorse the Draft Corporate Business Plan for 2020–21.

4. Financial planning: Financial Year 2020–21

Mostaque Ahmed, Finance Director, and Alex Mills, Chief Accountant and Head of Financial Capability, briefed the Committee.

Resolved, That the Committee agree to recommend to the Commission that the House Service should operate within a combined cash resource and capital budget for 2020–21 only.

5. Financial planning and financial remit for 2021–22

Mostaque Ahmed, Finance Director, and Alex Mills, Chief Accountant and Head of Financial Capability, briefed the Committee.

Resolved, That the Committee make the following recommendations to the Commission:

- ☐ That the focus of the next Medium-Term Financial Plan should be on developing robust budgets for 2021–22, with indicative budgets for the subsequent three years; and

- ☐ The proposal for a simpler financial remit for 2021–22 focused on the overall growth in cash budgets, with the baseline to be agreed in the Autumn.

6. Draft forward programme

The Committee considered this matter.

Adjournment

Adjourned till Tuesday 14 July 2020 at 12.30 pm.

Tuesday 14 July 2020

Virtual meeting

Members present:

Lilian Greenwood, in the Chair

Harriett Baldwin

Mr Clive Betts

Felicity Buchan

Sir Geoffrey Clifton-Brown

Gareth Davies

Dame Eleanor Laing

Tommy Sheppard

David Simmonds

Mark Tami

Dame Rosie Winterton

1. Proposed change of scope to the Northern Estate Programme: update from last meeting

Ian Ailles, Director General of the House of Commons, briefed the Committee.

Resolved, That the Committee agreed its advice to the House of Commons Commission.

2. Parliamentary Security Department update

Eric Hepburn, Director of Security for Parliament, and Simon Hankins, Head of Security Operations, Parliamentary Security Department, briefed the Committee.

Resolved, That the Committee note the update from the Parliamentary Security Department.

3. Parliamentary Digital Service: annual update

Tracey Jessup, CIO and Managing Director, Michael Ekpe, Chief Technology Officer, and Peter Lamb, Head of Finance, Parliamentary Digital Service, briefed the Committee.

Resolved, That the Committee note the update from the Parliamentary Digital Service.

4. Financial provision for loaned IT kit for Members

Mostaque Ahmed, Finance Director, and Peter Lamb, Head of Finance, PDS, briefed the Committee.

Ordered, That the financial provision for Members' loaned IT equipment should be uprated from £7,200 to £8,200.

5. Changes to VAT on hospitality

Mostaque Ahmed, Finance Director, briefed the Committee.

Resolved, That the Committee note the changes to VAT on hospitality in Parliament.

6. Draft forward programme

The Committee considered this matter.

Adjournment

Adjourned till Tuesday 8 September 2020 at 12.30 pm.

Tuesday 8 September 2020

Virtual meeting

Members present:

Lilian Greenwood, in the Chair
Harriett Baldwin

Mr Clive Betts
Felicity Buchan
Sir Geoffrey Clifton-Brown
Gareth Davies
Tommy Sheppard
David Simmonds
Mark Tami
Dame Rosie Winterton

1. Revised Portfolio Performance Report

Jamie Williams, Head of Enterprise Portfolio Management Office, Sam Jones, Portfolio Analyst, Isabel Coman, Managing Director, In-House Services and Estates, and Tracey Jessup, Managing Director, Parliamentary Digital Service, briefed the Committee.

Resolved, That the Committee note:

- ☐ The new format of the Portfolio Performance Report.
- ☐ The approaches to re-forecasting by In-House Services and Estates and the Parliamentary Digital Service to inform the Medium-Term Investment Plan and business case process.

2. Financial Monitoring and Planning: Budget Changes 2020–21

Mostaque Ahmed, Finance Director, Malin Eliason, Director of Financial Management & Performance, and Alex Mills, Chief Accountant and Head of Financial Capability, briefed the Committee.

Resolved, That the Committee:

- ☐ Note the budget changes and reasons behind them;
- ☐ Note the emerging revised resource and capital budgets which will be formally amended via the Supplementary Estimate process during the fourth quarter; and
- ☐ Note that there will be further amendments as a result of the transfer of estimates with the Parliamentary Works (Restoration and Renewal) Sponsor Body and a potential revision to the non-cash budget to account for changes in value to the Parliamentary Estate.

3. Options to consider for savings and efficiencies

Mostaque Ahmed, Finance Director, Malin Eliason, Director of Financial Management & Performance, and Alex Mills, Chief Accountant and Head of Financial Capability, briefed the Committee.

Resolved, That the Committee:

- ☐ Note the progress made in finding in-year savings to minimise the need for capital-resource transfer; and
- ☐ Agree its advice to the House of Commons Commission on the proposed areas for savings in future years to be explored by the Finance Director.

4. Papers to note

Resolved, That the Committee note the following paper:

- ☐ Speaker's Advisory Committee on Works of Art: Annual Report for 2019–20

5. Draft forward programme

The Committee considered this matter.

Adjournment

Adjourned till Tuesday 6 October 2020 at 12.30 pm.

Tuesday 6 October 2020

Virtual meeting

Members present:

Lilian Greenwood, in the Chair

Mr Clive Betts

Felicity Buchan

Sir Geoffrey Clifton-Brown

Gareth Davies

David Simmonds

Mark Tami

Dame Rosie Winterton

1. Options for the future of tours of the Palace

Amy Baxter, Head of Audiences and Business Engagement, Matthew Ringer, Director of Strategy and Deputy Managing Director of Participation, Mostaque Ahmed, Director of Finance, and Malin Eliason, Director of Financial Management & Performance, briefed the Committee.

Resolved, That the Committee agree its advice to the House of Commons Commission on the approach to paid-for tours of the Palace after the pandemic.

2. Options for commercial catering activity

Richard Tapner-Evans, Director of Catering, Mostaque Ahmed, Director of Finance, and Malin Eliason, Director of Financial Management & Performance, briefed the Committee.

Resolved, That the Committee agree its advice to the House of Commons Commission on the future of Commercial catering activity.

3. Review of Financial Memoranda of four grant-funded bodies (CPA UK, BGIPU, BAPG, BIPA)

Lynn Gardner, Head of the Overseas Office, briefed the Committee.

Resolved, That the Committee note the revised texts of the financial memoranda and agree to inform the Commission accordingly.

4. Northern Estate Programme: Commission decision of 14 September

Ian Ailles, Director General, briefed the Committee.

The Committee considered the matter.

5. Financial planning update

Mostaque Ahmed, Director of Finance, and Malin Eliason, Director of Financial Management & Performance, briefed the Committee.

Resolved, That the Committee note the update.

6. Papers to note

Resolved, That the Committee note the following papers:

- ☐ Elizabeth Tower refurbishment project: update
- ☐ Portfolio Performance Report: Follow-up on questions from September's meeting
- ☐ R&R Programme – Quarterly Report for Q1

7. Draft forward programme

The Committee considered this matter.

Adjournment

Adjourned till Tuesday 3 November 2020 at 12.30 pm.

Tuesday 3 November 2020

Virtual meeting

Members present:

Lilian Greenwood, in the Chair

Harriett Baldwin

Mr Clive Betts

Felicity Buchan

Sir Geoffrey Clifton-Brown

Dame Eleanor Laing

David Simmonds

Mark Tami

Dame Rosie Winterton

1. Update on Commons Estate refurbishment and closure of Northern Estate Programme

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

Resolved, That the Committee:

- ☐ Note the proposal to close the Northern Estate Programme, and the new approach of a more agile portfolio of projects, comprising initially of 1 Derby Gate, Richmond House and Norman Shaw North;
- ☐ Note that it would be asked to endorse the cost and plans in more detail in February 2021;
- ☐ Note that further projects within the agile portfolio would be brought to the Committee as the portfolio moved forward; and
- ☐ Agree its advice to the Commission.

2. Financial impact of COVID-19 on In-House Services and Estates Projects

Catherine Hallett, Director, Strategic Estates Portfolio Management Office, and Bev Weston, Director of Capital Investment, In-House Services and Estates, briefed the Committee.

Resolved, That the Committee note the commercial approach being taken in respect of the impact of covid-19 on all construction projects.

3. Medium-Term Financial Plan 2021 to 2025

Mostaque Ahmed, Managing Director of Finance, Portfolio and Performance, briefed the Committee.

Resolved, That the Committee:

- ☐ Note that, excluding the Northern Estate Programme, the House Service is likely to be reducing its capital funding requirement compared to 2020–21 (subject to further Joint Investment Board consideration);
- ☐ Note that revised proposals are being developed for the Northern Estate Programme following the Commission's decision relating to Richmond House;
- ☐ Agree to make the case for adjusting the baseline to reflect the likely ongoing impact of Covid-19 on income for 2021–22; and
- ☐ Agree to recommend a 2% increase in the resource budget for 2021–22.

4. Grants to interparliamentary groups etc

Malin Eliasson, Director of Financial Management & Performance, briefed the Committee.

Resolved, That the Committee agree to recommend to the Commission that:

- ☐ The grants to the Interparliamentary Groups for 2021–22 are set, subject to reserves being monitored in line with the remit as follows:
 - Commonwealth Parliamentary Association UK and the British Group of the IPU are increased by a maximum of 2%;
 - British Irish Parliamentary Assembly funding is maintained without an increase; and
 - British American Parliamentary Group core funding is increased by a maximum of 1.5%, after adjustment for the exceptional funding received for this financial year.
- ☐ The grant to History of Parliament Trust remains flat for the second year of the three-year agreement.
- ☐ The grants to the Association of Former Members, British Youth Council and Working for an MP are increased by a maximum of 2% for 2021/22 in line with the remit.

5. 64 Victoria Street

Mostaque Ahmed, Managing Director for Finance, Portfolio and Performance, briefed the Committee.

Resolved, That the Committee note the paper.

6. Papers to note

Resolved, That the Committee note the following papers:

- ☐ Introduction to the Action Plan for Category A Capital Projects
- ☐ Note from the R&R Sponsor Body on the Strategic Review

7. Draft forward programme

The Committee considered this matter.

Adjournment

Adjourned till Tuesday 17 November 2020 at 12.30 pm.

Tuesday 17 November 2020

Virtual meeting

Members present:

Lilian Greenwood, in the Chair

Harriett Baldwin

Mr Clive Betts

Sir Geoffrey Clifton-Brown

Tommy Sheppard

David Simmonds

Mark Tami

Dame Rosie Winterton

1. Met Police contract zero-based review

Fay Tennet, Deputy Director of Security, briefed the Committee.

The Committee considered this matter.

2. Fees and charges

Malin Eliasson, Director of Financial Management & Performance, briefed the Committee.

Resolved, That the Committee reconfirmed the Fees and Charges Policy.

3. Financial Monitoring Report – Quarter 2 (July to Sept)

Mostaque Ahmed, Managing Director of Finance, Portfolio and Performance, and Alex Mills, Head of Finance Transformation, briefed the Committee.

Resolved, That the Committee note the report.

4. Papers to note

Resolved, That the Committee note the following paper:

- ☐ R&R Programme Quarterly Report Q2 2020–21

5. Draft forward programme

The Committee considered this matter.

Adjournment

Adjourned till Tuesday 8 December 2020 at 12.30 pm.

Tuesday 8 December 2020

Virtual meeting

Members present:

Lilian Greenwood, in the Chair

Harriett Baldwin

Mr Clive Betts

Felicity Buchan

Sir Geoffrey Clifton-Brown

Gareth Davies

Dame Eleanor Laing

Tommy Sheppard

David Simmonds

Mark Tami

Dame Rosie Winterton

1. Transforming Digital Programme

Tracey Jessup, UK Parliament Chief Digital and Information Officer (CDIO) and Mostaque Ahmed, Managing Director of Finance, Portfolio and Performance briefed the Committee.

Resolved, That the Committee take note of the paper, providing an overview of the programme.

2. Medium Term Financial Plan

Mostaque Ahmed, Managing Director of Finance, Portfolio and Performance, and Martina Hunter, Head of Financial Planning and Analysis, briefed the Committee.

Resolved, That the Committee make the following recommendations to the House of Commons Commission:

- ☐ The 2021–22 Administration Estimate as follows:
 - A capital budget of £138.3m;

- A cash resource budget of £287.3m; and
- A non-cash resource budget of £77.2m.
- ☐ That options for the pay remit for 2021-22 would be provided in the New Year;
- ☐ That the budget for the Commons Estate Portfolio is to be agreed separately in February 2021, as previously agreed with the Commission; and
- ☐ That the Medium Term Financial Plan for the subsequent three years (2022–23 to 2024–25) is indicative and will be reviewed in future planning rounds.

3. Members Estimate: Supplementary Estimate 2020–21 and Main Estimate 2021-22

Mostaque Ahmed, Managing Director of Finance, Portfolio and Performance, briefed the Committee.

Resolved, That the Committee recommend to the Members Estimate Committee:

- ☐ A Supplementary Estimate of £95k for 2020–21 to ensure there is enough budgetary cover for possible final adjustments to the Exchequer contribution to the Members' pensions fund; and
- ☐ The Main Estimate for 2021–22 as £17,195k (same as for 2020–21 following the Supplementary Estimate).

4. HoC: Administration Supplementary Estimate 2020–21

Malin Eliasson, Director Financial Management & Performance, briefed the Committee.

Resolved, That the Committee recommend to the House of Commons Commission the proposed Supplementary Estimate as follows:

- ☐ A reduction in the net cash requirement by £110m (primarily driven by surrendering the budget for the purchase of a parliamentary building); and
- ☐ An increase in the non-cash resource by £83m as a prudent measure relating to estates accounting adjustments, primarily relating to Richmond House.

5. Draft forward programme

The Committee considered this matter.

Adjournment

Adjourned till Tuesday 5 January 2021 at 12.30 pm.

Tuesday 5 January 2021

Virtual meeting

Members present:

Lilian Greenwood, in the Chair

Harriett Baldwin

Mr Clive Betts

Felicity Buchan

Sir Geoffrey Clifton-Brown

Dame Eleanor Laing

Tommy Sheppard

David Simmonds

Mark Tami

Dame Rosie Winterton

1. R&R Strategic Review

Sarah Johnson, Chief Executive, R&R Sponsor Body, David Goldstone, Chief Executive, R&R Delivery Authority, and Lucy Owen, Chief of Staff, R&R Sponsor Body, briefed the Committee.

Resolved, That the Committee note:

- ☐ The draft report of the strategic review and provided steers on the main recommendations.
- ☐ The proposed approach to the finalisation and publication of the strategic review's report, followed by wider Member engagement.
- ☐ The assumptions regarding the consideration of the revised Phase 1 Expenditure Limit and Estimate for 2021–22.

2. Interface between the House and IPSA

Ian Ailles, Director General of the House of Commons, briefed the Committee.

Resolved, That the Committee note the update.

3. Draft forward programme

The Committee considered the matter.

Adjournment

Adjourned till Tuesday 26 January 2021 at 12.30 pm.

Tuesday 26 January 2021

Virtual meeting

Members present:

Lilian Greenwood, in the Chair

Harriett Baldwin

Mr Clive Betts

Felicity Buchan

Sir Geoffrey Clifton-Brown

Dame Eleanor Laing

Tommy Sheppard

David Simmonds

Mark Tami

Dame Rosie Winterton

1. Parliamentary Security Department update

Alison Giles, Director of Security for Parliament, and Elaine Thain, Business Management Director, Parliamentary Security Department, briefed the Committee.

Resolved, That the Committee note the update.

2. Parliamentary Asset Management Plan

Donald Grant, Director of Property, Planning and Design, and Paul McCarthy, Head of Property Portfolio, House of Commons, briefed the Committee.

The Committee discussed this matter.

3. Parliamentary Masterplan – Introduction

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

The Committee discussed this matter.

4. Papers to note

Resolved, That the Committee note the following paper:

- ☐ Parliamentary Switchboard Service's Performance, December 2020

5. Draft forward programme

The Committee considered this matter.

Adjournment

Adjourned till Tuesday 2 February 2021 at 12.30 pm.

Tuesday 2 February 2021

Virtual meeting

Members present:

Lilian Greenwood, in the Chair

Harriett Baldwin

Mr Clive Betts

Felicity Buchan

Sir Geoffrey Clifton-Brown

Gareth Davies

Dame Eleanor Laing

David Simmonds

Mark Tami

Dame Rosie Winterton

1. R&R Phase 1 Expenditure Limit

Sarah Johnson, Chief Executive, R&R Sponsor Body, Lucy Owen, Chief of Staff, R&R Sponsor Body, and David Goldstone, Chief Executive, R&R Delivery Authority, briefed the Committee.

Resolved, That the Committee agree its advice to the Commission on the remainder of the Phase 1 Expenditure Limit.

2. Update on the costs of the Commons estate refurbishment and closure of the Northern Estate Programme

Isabel Coman, Managing Director, In-House Services and Estates, and Ian Ailles, Director General, House of Commons, briefed the Committee.

Resolved, That the Committee:

- ☐ Note the revised direction for planned refurbishments for accommodation on the Common's Northern Estate and the planning assumptions;
- ☐ Consider the revised financial envelope for the Commons Estate Portfolio; and
- ☐ Agree its advice to the House of Commons Commission.

3. Reward strategy including 2021 pay award

Mandy Eddolls, Managing Director, HR and Diversity, and Diana DeCoteau, Head of Reward and Employee Engagement, briefed the Committee.

Resolved, That the Committee agree its advice to the House of Commons Commission.

4. Papers to note

Resolved, That the Committee note the following paper:

- ☐ Letter from the Director General to the Chair and Chief Executive of IPSA

5. Draft forward programme

The Committee considered this matter.

Adjournment

Adjourned till Tuesday 2 March 2021 at 12.30 pm.

Tuesday 2 March 2021

Virtual meeting

Members present:

Lilian Greenwood, in the Chair

Harriett Baldwin

Mr Clive Betts

Felicity Buchan

Sir Geoffrey Clifton-Brown

Dame Eleanor Laing

Mark Tami

Dame Rosie Winterton

1. Update on the financial impacts of Covid on In-House Services and Estates projects

Bev Weston, Director of Capital Investment, In-House Services and Estates, Paul Thompson, Head of Internal Audit, House of Lords, and Robert Noye-Allen, BDO Audit and Assurance, briefed the Committee.

Resolved, That the Committee note the commercial approach and update in respect of the impact of Covid-19 on all construction projects.

2. Portfolio Performance Report

Jamie Williams, Head of Enterprise Portfolio Management Office, and Isabel Coman, Managing Director, In-House Services and Estates, briefed the Committee.

Resolved, That the Committee note the Portfolio Performance Report for January 2021.

3. Update on the In-House Services and Estates Action Plan

Isabel Coman, Managing Director, In-House Services and Estates; and Catherine Hallett, Director of IHSE Portfolio Management Office, briefed the Committee.

Resolved, That the Committee note the progress being made against the Plan.

4. Parliamentary Switchboard – Service Performance

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

Resolved, That the Committee note the paper, and agree to return to the topic at a future date.

5. Papers to note

Resolved, That the Committee note the following papers:

- ☐ Follow-up note from the R&R Sponsor Body
- ☐ Financial Monitoring Report

6. Draft forward programme

The Committee considered this matter.

Adjournment

Adjourned till Tuesday 13 April 2021 at 12.30 pm.

Tuesday 13 April 2021

Virtual meeting

Members present:

Lilian Greenwood, in the Chair

Harriett Baldwin

Mr Clive Betts

Sir Geoffrey Clifton-Brown

Gareth Davies

Marion Fellows

David Simmonds

Mark Tami

Dame Rosie Winterton

1. Declaration of interests

Marion Fellows declared her interests, in accordance with the resolution of the House of 13 July 1992 (see Appendix).

2. Procurement report and contract management update

Richard Blake, Director of the Parliamentary Procurement and Commercial Service, briefed the Committee.

Resolved, That the Committee:

- ☐ Note the update on procurement;
- ☐ Agree to continue to receive quarterly updates; and
- ☐ Note progress on contract management to date.

3. Accounting Officer Delegation: Proposal to introduce framework threshold for internal delegation

Alex Mills, Head of Finance Transformation, and Mostaque Ahmed, Managing Director, Finance, Portfolio and Performance, briefed the Committee.

Resolved, That the Committee agree its advice to the House of Commons Commission.

4. Financial Monitoring Report

Martina Hunter, Head of Financial Planning and Analysis, and Mostaque Ahmed, Managing Director, Finance, Portfolio and Performance, briefed the Committee.

Resolved, That the Committee note the financial position on the Administration Resource and Capital budgets as at the end of February 2021.

5. Papers to note

Resolved, That the Committee note the following papers:

- ☐ Members' attendance for 2019–21, as at 10 March 2021
- ☐ Note from the Liaison Committee: Views sought on the longer-term arrangements for remote Committee proceedings

Adjournment

Adjourned till Tuesday 27 April 2021 at 12.30 pm.

Tuesday 27 April 2021

Virtual meeting

Members present:

Lilian Greenwood, in the Chair

Harriett Baldwin

Mr Clive Betts

Gareth Davies

Marion Fellows

Dame Eleanor Laing

David Simmonds

Mark Tami

Dame Rosie Winterton

1. Restoration and Renewal Programme: Update on Phase 1 Work

Sarah Johnson, Chief Executive, R&R Sponsor Body, Lucy Owen, Chief of Staff, and Marek Kubala, Head of Governance and Parliamentary Procedure, briefed the Committee.

Resolved, That the Committee note:

- ☐ The proposed Essential and Stretch Objectives for the R&R Programme.
- ☐ How these objectives are being used as the basis for development of two Schemes which will be assessed through the R&R detailed and costed plan.
- ☐ The initial draft scope of the two schemes ("essential" and "intermediate") being worked up in more detail; and
- ☐ The current proposed timeline and key decision points until the R&R detailed and costed plan is debated on the floor of both Houses.

2. Review of the House Service Strategy and proposed process for developing the next Strategy

Matthew Hamlyn, Strategic Director, Chamber and Participation Team, and Convenor, Strategy Review Group, and Emily Baldock, Secretary to the Strategy Review Group, briefed the Committee.

Resolved, That the Committee endorse the revised House Service strategy and the proposed process for development of the next strategy.

3. Corporate Business Plan 2021-22 and Q4 report for the 2020-21 Plan

Mostaque Ahmed, Managing Director, Finance, Portfolio and Performance, Jane Hough, Head of Business Planning and Performance, and Malin Eliasson, Director of Financial Management & Performance, briefed the Committee.

Resolved, That the Committee note the draft business plan for the House Service for 2021–22; and the performance against last year’s business plan.

Adjournment

Adjourned till Tuesday 26 May 2021 at 12.30 pm.

Appendix: Declarations of interest by members of the Committee

Harriett Baldwin (West Worcestershire) (as at 10 February 2020)

2. (a) Support linked to an MP but received by a local party organisation or indirectly via a central party organisation

Name of donor: Paul Farrer

Address of donor: private

Amount of donation, or nature and value if donation in kind: £2,000

Donor status: individual

(Registered 17 December 2019)

Mr Clive Betts (Sheffield South East) (as at 10 February 2020)

1. Employment and earnings

Payments from ComRes, Four Millbank, London SW1P 3JA, for opinion surveys. All fees are paid direct to my constituency party:

6 September 2018, payment of £75. Hours: 30 mins. (Registered 12 July 2019)

29 October 2018, payment of £75. Hours: 30 mins. (Registered 12 July 2019)

17 December 2018, payment of £75. Hours: 30 mins. (Registered 12 July 2019)

8 February 2019, payment of £150. Hours: 45 mins. (Registered 12 July 2019)

16 May 2019, payment of £150. Hours: 45 mins. (Registered 12 July 2019)

31 July 2019, payment of £75. Hours: 30 mins. (Registered 17 October 2019)

27 August 2019, payment of £150. Hours: 45 mins. (Registered 17 October 2019)

13 December 2019, payment of £75. Hours: 30 mins. (Registered 11 January 2020)

Payments from YouGov, 50 Featherstone Street, London EC1Y 8RT, for opinion surveys. All fees are paid direct to my constituency party:

25 July 2018, payment of £100. Hours: 30 mins. (Registered 12 July 2019)

22 August 2018, payment of £60. Hours: 20 mins. (Registered 12 July 2019)

20 September 2018, payment of £60. Hours: 20 mins. (Registered 12 July 2019)

16 October 2018, payment of £60. Hours: 20 mins. (Registered 12 July 2019)

17 January 2019, payment of £200 from Ipsos MORI, 3 Thomas More Square, London E1W 1YW, for a survey. Hours: 45 mins. Fee paid direct to my constituency party. (Registered 12 July 2019)

9. Family members employed and paid from parliamentary expenses

I employ my partner, James Thomas, as Senior Parliamentary Assistant.

Felicity Buchan (Kensington) (as at 10 February 2020)

2. (a) Support linked to an MP but received by a local party organisation or indirectly via a central party organisation

Name of donor: Lady Sandra Sorrell

Address of donor: private

Amount of donation or nature and value if donation in kind: £3,000

Donor status: individual

(Registered 10 January 2020)

Name of donor: Navroz Udwadia

Address of donor: private

Amount of donation or nature and value if donation in kind: £4,825.82

Donor status: individual

(Registered 10 January 2020)

Name of donor: Robert Doumar Jnr

Address of donor: private

Amount of donation or nature and value if donation in kind: £10,000

Donor status: individual

(Registered 10 January 2020)

Name of donor: Lavinia Wallop

Address of donor: private

Amount of donation or nature and value if donation in kind: £10,000

Donor status: individual

(Registered 10 January 2020)

Name of donor: Jeremy Lloyd

Address of donor: private

Amount of donation or nature and value if donation in kind: £4,750

Donor status: individual

(Registered 10 January 2020)

Name of donor: Orbian Mgmt Ltd

Address of donor: 34-37 Liverpool Street, London EC2M 7PP

Amount of donation or nature and value if donation in kind: £5,000

Donor status: company, registration 03522614

(Registered 10 January 2020)

Name of donor: Duncan Hunter
Address of donor: private
Amount of donation or nature and value if donation in kind: £10,000
Donor status: individual
(Registered 10 January 2020)

Name of donor: Peter Luck
Address of donor: private
Amount of donation or nature and value if donation in kind: £5,000
Donor status: individual
(Registered 10 January 2020)

Name of donor: Susana Peake
Address of donor: private
Amount of donation or nature and value if donation in kind: £2,000
Donor status: individual
(Registered 10 January 2020)

Name of donor: Caroline Butt
Address of donor: private
Amount of donation or nature and value if donation in kind: £7,000
Donor status: individual
(Registered 10 January 2020)

Name of donor: Lady Meryl Walters
Address of donor: private
Amount of donation or nature and value if donation in kind: £5,000
Donor status: individual
(Registered 10 January 2020)

Name of donor: Kingston Estates
Address of donor: 73 Cornhill, London EC3V 3QQ
Amount of donation or nature and value if donation in kind: £5,000
Donor status: company, registration 02885027
(Registered 10 January 2020)

Name of donor: Simon White
Address of donor: private
Amount of donation or nature and value if donation in kind: £5,000

Donor status: individual
(Registered 10 January 2020)

Name of donor: Nicholas White
Address of donor: private
Amount of donation or nature and value if donation in kind: £5,000
Donor status: individual
(Registered 10 January 2020)

Name of donor: Richard Nelson
Address of donor: private
Amount of donation or nature and value if donation in kind: £5,000
Donor status: individual
(Registered 10 January 2020)

7. (ii) Other shareholdings, valued at more than £70,000

JP Morgan (US Financial Services stock). (Registered 10 January 2020)

Bank of America Corporation. (Registered 10 January 2020)

8. Miscellaneous

Until 7 January 2020, Chair of Governors at Bousfield School, London SW5 0DJ.
(Registered 10 January 2020)

Gareth Davies (Grantham and Stamford) (as at 10 February 2020)

1. Employment and earnings

20 December 2019, received payment of £10,220.87 from Columbia Threadneedle Investments (asset management), of 78 Cannon St, London EC4N 6AG, for services as head of responsible investment business and official institutions until 13 December 2019. Hours: none since my election. (Registered 09 January 2020)

2. (a) Support linked to an MP but received by a local party organisation or indirectly via a central party organisation

Name of donor: Grantham Investments Ltd

Address of donor: 3 Castlegate, Grantham, Lincs NG31 6RE

Amount of donation, or nature and value if donation in kind: £3,000

Donor status: company, registration 804559

(Registered 09 January 2020)

Name of donor: IPGL Ltd

Address of donor: 39 Sloane St, London SW1X 9LP

Amount of donation, or nature and value if donation in kind: £5,000

Donor status: company, registration 2011009

(Registered 09 January 2020)

Name of donor: Charles McDowell

Address of donor: private

Amount of donation, or nature and value if donation in kind: £2,000

Donor status: individual

(Registered 09 January 2020)

Name of donor: Springfield Park Properties Ltd

Address of donor: 3 Castlegate, Grantham, Lincs NG31 6SF

Amount of donation, or nature and value if donation in kind: £2,500

Donor status: company, registration 2880390

(Registered 09 January 2020)

Name of donor: Stamford Property Company Ltd

Address of donor: 14 All Saints St, Stamford PE9 2PA

Amount of donation, or nature and value if donation in kind: £3,000

Donor status: company, registration 3016148

(Registered 09 January 2020)

Lilian Greenwood (Nottingham South) (as at 10 February 2020)

4. Visits outside the UK

Name of donor: Hitachi Rail Ltd

Address of donor: 7th Floor, One New Ludgate, 60 Ludgate Hill, London EC4M 7AW

Estimate of the probable value (or amount of any donation): International flights £266; train tickets £132; accommodation £213; food, drink and airport transfers £125; total £736

Destination of visit: Pistoia, Italy

Dates of visit: 13-14 June 2019

Purpose of visit: Study trip to visit Hitachi Rail's Pistoia facility.
(Registered 26 June 2019)

Nigel Mills (Amber Valley) (as at 10 February 2020)

2. (a) Support linked to an MP but received by a local party organisation or indirectly via a central party organisation

Name of donor: IM Group Ltd

Address of donor: The Gate, International Drive, Shirley, Solihull B90 4WA

Amount of donation or nature and value if donation in kind: £4,000

Donor status: company, registration 03456018

(Registered 23 December 2019)

Name of donor: Robert Kirkland

Address of donor: private

Amount of donation or nature and value if donation in kind: £5,000

Donor status: individual

(Registered 23 December 2019)

6. Land and property portfolio: (i) value over £100,000 and/or (ii) giving rental income of over £10,000 a year

Residential property in Nottingham: (i). (Updated 4 June 2015)

David Simmonds (Ruislip, Northwood and Pinner) (as at 10 February 2020)

1. Employment and earnings

16 December 2019, received £4,967.23 from the London Borough of Hillingdon, Civic Centre, Uxbridge UB8 1UW, for my role as a Councillor. Hours: 35 hrs. (Registered 11 January 2020)

1 January 2020, received £1,696 from the Local Government Association, 18 Smith Square, Westminster SW1P 3HZ, for my role as Deputy Chairman. Hours: 10 hrs. (Registered 11 January 2020)

Sir Robert Syms (Poole) (as at 10 February 2020)

7. (i) Shareholdings: over 15% of issued share capital

Marden Holdings Ltd - family business with interests in property.

Mark Tami (Alyn and Deeside) (as at 10 February 2020)

1. Employment and earnings

1 October 2019, received £200 from Ipsos MORI, 3 Thomas More Square London E1W 1YW for summer survey. Hours: 1 hr. (Registered 11 January 2020)

2. (a) Support linked to an MP but received by a local party organisation or indirectly via a central party organisation

Name of donor: Unite the Union

Address of donor: 1 Cathedral Road, Cardiff CF11 9SD

Amount of donation or nature and value if donation in kind: £5,893.42

Donor status: trade union

(Registered 10 January 2020)

Name of donor: Lord Patrick Carter

Address of donor: private

Amount of donation, or nature and value if donation in kind: £2,500

Donor status: individual

(Registered 10 January 2020)

9. Family members employed and paid from parliamentary expenses

I employ my wife, Sally Tami, as part-time Secretary/budget control.

Dame Rosie Winterton (Doncaster Central) (as at 10 February 2020)

2. (a) Support linked to an MP but received by a local party organisation or indirectly via a central party organisation

Name of donor: Unite Address of donor: Unite House, 128 Theobalds Road, Holborn, London WC1X 8TN Amount of donation or nature and value if donation in kind: £5,000 Donor status: trade union (Registered 10 January 2020)

Sir Geoffrey Clifton-Brown (The Cotswolds) (as at 27 April 2020)

1. Employment and earnings

Partner in East Beckham partnership, engaged in arable farming in Norfolk. I have the use of a car belonging to the partnership, value £4,500 in 2018-19. (Updated 19 March 2014 and 31 October 2019)

1 October 2019, I drew £14,648.37 in respect of the year 1 October 2018 to 30 September 2019. Hours: 268 hrs. (Registered 31 October 2019)

6. Land and property portfolio: (i) value over £100,000 and/or (ii) giving rental income of over £10,000 a year

Agricultural holdings in Norfolk: (i) and (ii).

Various let properties in London: (i) and (ii).

8. Miscellaneous

Fellow of the Royal Institute of Chartered Surveyors (unremunerated).

Dame Eleanor Laing (Epping Forest) (as at 27 April 2020)

Nil

Tommy Sheppard (Edinburgh East) (as at 27 April 2020)

1. Employment and earnings

15 October 2019, received an annual subscription to the National in return for two column pieces in the Sunday National. Address: The National, Herald & Times Group, 200 Renfield Street, Glasgow G2 3QB. Hours: 4 hrs. (Registered 18 October 2019)

3. Gifts, benefits and hospitality from UK sources

Name of donor: Centre for Turkey Studies (CEFTUS)

Address of donor: 2nd Floor, Elizabeth House, 39 York Road, London SE1 7NQ

Amount of donation or nature and value if donation in kind: Two tickets to the British Kebab Awards, value £432

Date received: 3 March 2020

Date accepted: 3 March 2020

Donor status: company, registration 07512777

(Registered 27 March 2020)

4. Visits outside the UK

Name of donor: European Parliamentary Forum on Sexual and Reproductive Health

Address of donor: 23 Rue Montoyer, 1000 Brussels, Belgium

Estimate of the probable value (or amount of any donation): Flights, accommodation, food, travel and subsistence, with a value of £2,683

Destination of visit: Dhaka and Cox Bazar, Bangladesh

Dates of visit: 12-20 September 2019

Purpose of visit: APPG on Population, Development and Reproductive Health study tour to gain insight into sexual and reproductive health and rights service provisions in Bangladesh.

(Registered 10 October 2019)

6. Land and property portfolio: (i) value over £100,000 and/or (ii) giving rental income of over £10,000 a year

Commercial premises in Edinburgh, owned by Salt 'n' Sauce promotions Ltd (see category 7 below): (i). (Registered 04 June 2015)

Residential property in Edinburgh, owned by Salt 'n' Sauce promotions Ltd (see category 7 below): (i). (Registered 04 June 2015)

7. (i) Shareholdings: over 15% of issued share capital

Salt 'n' Sauce Promotions Ltd; an entertainment company. (Registered 04 June 2015)

The Scottish Comedy Agency Ltd; organising and promoting comedy related entertainment. (Registered 19 February 2016)

8. Miscellaneous

Board Member (unpaid) of Common Weal, a 'think and do tank' campaigning for social and economic equality in Scotland. (Registered 06 September 2017)

From February 2017, Council member (unpaid) of the Scottish Independence Convention, an umbrella group bringing together pro-independence parties, groups and organisations to promote the concept and ideals of an independent Scotland. (Registered 06 September 2017)

From September 2017, Honorary President of LinkNet, a charity offering direct mentoring to minority ethnic communities in Edinburgh, the Lothians, Scottish Borders and Fife. (Registered 06 September 2017)

Marion Fellows (Motherwell and Wishaw) (as at 15 March 2021)

Nil