



ADMINISTRATION COMMITTEE

NOTES OF THE MEETING HELD ON MONDAY 25 NOVEMBER 2013 AT 4.30 PM IN COMMITTEE ROOM 16, PALACE OF WESTMINSTER

Members present:

Sir Alan Haselhurst (in the Chair)

Karen Bradley
Mr David Evennett
Mark Hunter
Mr Marcus Jones
David Morris
Tessa Munt
Nicholas Soames
Mark Tami
Keith Vaz
Mr Dave Watts

Apologies: Thomas Docherty, Mr Tom Harris, Nigel Mills, David Wright

1. NOTES OF DISCUSSION

The Committee **agreed** the informal note of the meeting held on 18 November 2013.

2. ATTENDANCE STATISTICS

The Committee **noted** the attendance statistics for the 15 meetings since the start of the 2013-14 session.

MATTERS ARISING

The Chair recalled the debate in the Chamber on 21 November 2013 about the finances of the House, where topics which were directly relevant to the work of the Committee were discussed.

3. TRAINING FOR MEMBERS' STAFF FROM JULY 2014

Andrew Walker, Director General of HR & Change, and Patricia Macaulay-Fraser, Head of People Development, HR & Change briefed the Committee.

Mr Walker told the Committee that the Department of HR and Change was keen to improve training for Members' staff. He appreciated that there was often not enough

time for staff to go on training courses but now that training for House staff was being reviewed it was an opportunity to review the provision for Members' staff.

A Member commented that there was clearly merit in offering courses related to casework issues, such as immigration, although the Home Office did offer similar courses.

The Chair reminded the Committee that in its latest report on the induction of new Members it supported the need for appropriate training for Members' staff; however, it was important to analyse what the content of those courses should be.

The Committee **agreed** to support the continued provision of training for Members' staff in a variety of formats.

4. UPDATE ON IMPLEMENTING PARLIAMENT'S ICT STRATEGY

Joan Miller, Director of Parliamentary ICT, Steve O'Connor, Director of Technology, Richard McLean, ICT Strategy Programme Manager, Hardeep Sharda, Head of Technical Services and Denise Hudson-Lawson, Head of online services, briefed the Committee.

Mr Sharda demonstrated Office 365 to the Committee highlighting that: Outlook 365 will have a bigger mailbox but the look and feel will remain as now; Word 365 will have a useful feature to return to recently opened documents; Skydrive Pro will replace the U drive and allow documents to be shared and accessed on mobile devices; video conferencing was available; remote access will be provided in the same way that it is now; and a SharePoint teamsite can be created for the Member and all their staff, regardless of whether in Westminster or the constituency – this will allow simultaneous collaboration on documents.

Mrs Miller stated that by March 2014 PICT hoped to be able to upgrade those Members who wanted to switch to Office 365, with some parts of the product available from January. Members could use as much or as little of the suite of products as they were comfortable with – they could either use it to replicate what they did now or choose to get more out of it, for example by increasing collaboration activity.

THE COMMITTEE WILL NEXT MEET ON MONDAY 2 DECEMBER IN COMMITTEE ROOM 16