



ADMINISTRATION COMMITTEE

Notes of discussion for the meeting held on 2 July 2018 at 4.30pm Committee Room 18 [PI 17]

Members present:
Sir Paul Beresford (in the Chair)

Sir David Amess
Michael Fabricant

Mark Tami

Apologies: Patrick Grady, Mrs Pauline Latham, Jessica Morden and Mary Robinson.

1. Informal Note

The Committee **agreed** the informal notes of the meeting on 18 June 2018.

2. APPGs and access rules [M060]

Fiona Channon, Director of Service Delivery, briefed the Committee.

Decision

The Committee **noted** the update.

3. Booking meeting and committee rooms [M61]

Fiona Channon, Director of Service Delivery, briefed the Committee.

Ms Channon sought the Committee's views on ways to make the booking of meeting and committee rooms clearer, improve customer service and manage expectations. Members could book committee rooms on Tuesdays and Wednesdays but they were subject to being 'bumped' if required for committee meetings, which took precedence. This caused disruption and inconvenience to Members and their guests, usually with very little notice for them to make alternative arrangements.

A Member asked whether the proposals would exclude bookings from being made during just the core hours when Committees met, and if rooms were at full capacity during those times. Ms Channon said that they would and added that at least 70% of the rooms were occupied by committees on a typical Tuesday or Wednesday. There were often times when no spare committee rooms were available during the busy hours on those days.

Ms Channon said that the trial changes to committee room booking rules would run from October to Christmas. The other proposed changes included clarifying that private meetings could be 'bumped' from the Boothroyd Room to facilitate layout changes that were needed for committees.

The Chair asked for a note on the trial and other changes for use in response to queries.



Decision

The Committee **agreed** that:

- additional time should be allocated to the Boothroyd Room to allow for layout changes to take precedence over private meetings in that room;
- to a trial to limit the booking of Committee rooms solely to Committee business at times when the majority of committees met; and to evaluate the trial results before the Christmas Recess;
- the Access and Services Team will actively manage and enforce the online booking system to ensure that meeting rooms (with the exception of the Large Ministerial Room in the Palace of Westminster) are available for parliamentary and not ministerial purposes;
- the Access and Services Team will actively manage and enforce the online booking system to ensure that meeting rooms are available for parliamentary purposes, meaning that events identified as conferences or award ceremonies by the Access and Services Team should be redirected to the banqueting facilities and not take place in Committee or meeting rooms;

4. Fire safety works during Summer and Conference recesses [M62]

Carl Woodall, Director of Facilities, House of Lords and Senior Responsible Officer, Fire Safety Programme, and Victor Akinbile, Project Delivery Director, Strategic Estates, briefed the Committee.

Several Members and the Chair said that all facilities returning for use for the September sitting was a key guarantee and sought assurances that this would happen. Mr Woodall said that, while it could not be guaranteed that the works would be completed in all areas, detailed planning had been done to ensure that the House could return for the September sitting. A Member asked if the works could be carried out without a full decant of Members' offices. Mr Akinbile said that the practicalities of a full decant were still being considered.

The Chair asked if parking would be available in New Palace Yard underground carpark. Mr Woodall said that around one third of the car park was due to be worked on.

Decision

The Committee:

- **noted** the impacts described in the paper;
- **noted** the importance of access for contractors to undertake the works and supported contractors gaining access to the key areas of the Palace.

5. Health and Wellbeing Services [M63]

Myfanwy Barrett, Director of Corporate Services and Finance, Anne Mossop, Head of Health & Wellbeing, and Tanya Harris, Health & Wellbeing Manager, Parliamentary Health & Wellbeing Team, briefed the Committee.



Ms Barrett said that the paper gave an overview of usage of the Health and Wellbeing Service in the previous year and set out a proposal for a new service delivery model for the year ahead. The proposals responded directly to feedback from Members.

Decision

The Committee **noted** the wider range of health and wellbeing services available from Autumn 2018.

The Committee will next meet on Monday 9 July at 4.30pm.