ADMINISTRATION COMMITTEE

NOTES OF THE MEETING HELD ON MONDAY 8 SEPTEMBER 2014
AT 4.30 PM IN COMMITTEE ROOM 16, PALACE OF WESTMINSTER

Members present:

Sir Alan Haselhurst (in the Chair)

Harriett Baldwin
Conor Burns
Mr David Evennett
Mark Hunter
Mr Marcus Jones
Nigel Mills
Mark Tami
Keith Vaz
Mr Dave Watts

Apologies: Thomas Docherty, Mr Tom Harris, David Wright

1. NOTES OF DISCUSSION

The Committee agreed the informal notes of the discussion on 14 July 2014.

Matters arising
The Committee agreed that Mr Marcus Jones would replace Mr Mark Harper as one of the Committee’s representatives on the General Election Planning Group. Mr Marcus Jones would join Thomas Docherty on the Group.

2. WORK ON PORTCULLIS HOUSE KITCHENS

The Committee noted the update.

3. CURTIS GREEN BUILDING DEVELOPMENT

The Committee noted the update.

4. TEMPORARY COVERED AREA

The Committee noted the paper.
5. FREEDOM OF INFORMATION REQUEST FOR COMMITTEE PAPER

The Committee agreed that the document requested covered by the exemption in Section 34 of the Freedom of Information Act, should not be released.

6. USE OF THE UNDERGROUND CAR PARK

Fiona Channon, Director of Accommodation and Logistics Services, and Ugbana Oyet, Lead Electrical Engineer, briefed the Committee.

The Committee agreed to support further proposals to improve the capacity and resilience of electrical supplies to the Palace of Westminster and noted the impact on capacity in the car park.

The Committee agreed that more precise information was needed on the user requirements and the requirements of the new Parliament before a decision could be made about extending the use of the car park.

7. UPDATE FROM IPSA ON PREPARATIONS FOR THE ELECTION AND INDUCTION OF NEW MEMBERS

Judith Toland, Director of Programmes, IPSA, briefed the Committee.

The focus for IPSA’s services for the 2015 election was to provide a more tailored service for Members. IPSA had worked with current Members to map the journey for a new Member and what their needs were. All Members (returning and new) would be assigned a named contact for the first three months on arrival. That contact would meet the Member face to face and provide support in setting up their office, understanding the scheme and using the system.

IPSA was working closely with the Personnel Advisory Service (PAS) and the House to ensure the best possible HR service was provided to Members. A member of the PAS team would attend each meeting with a Member.

IPSA would be present again in the New Members Reception Area in 2015 to offer focused top tips and bookable training sessions to Members. Regional roadshows will also be offered for constituency staff. The hours of the phone lines would be extended over the election weekend.

The Chair sought assurance that IPSA was consulting closely with the members of the Committee on the General Election Planning Committee and would continue to develop with them the services to be provided after their election. Ms Toland confirmed this was the case.

The Committee noted the update.
THE COMMITTEE WILL NEXT MEET ON MONDAY 13 OCTOBER 2014 IN COMMITTEE ROOM 16.