ADMINISTRATION COMMITTEE

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

Members present:

Sir Alan Haselhurst (in the Chair)
Thomas Docherty
Mr David Evennett
Michael Fabricant
Mark Hunter
Mr Marcus Jones
Nigel Mills
Keith Vaz
David Wright

Apologies: Mr Ben Wallace

1. DECLARATION OF INTERESTS

The Chairman welcomed Michael Fabricant to the Committee. Michael Fabricant declared his interests in accordance with the Resolution of the House of 13 July 1992). He also confirmed that there were no additions or alterations to those interests already registered.

2. NOTES OF DISCUSSION

The Committee agreed the informal notes of the discussion on 24 November 2014.

3. MAIL SERVICES DURING THE CHRISTMAS PERIOD

The Committee noted the arrangements.

4. FEES AND CHARGES – POLICY AND SCHEDULE FOR 2015-16

Myfanwy Barrett, Director of Finance, briefed the Committee.

The Committee agreed that the fees and charges paper should be considered in February and that the Chair would inform the Finance and Service Committee and the Chair of the Commission.
5. CONTINUING PROFESSIONAL DEVELOPMENT (CPD) FOR MEMBERS

John Benger, Acting Director General, Information Services, and Chair, General Election Planning Group, and Eve Samson, Programme Co-ordinator, CPD for Members, briefed the Committee.

The Committee agreed in principle that the Members’ Centre and the reference room in the Library could be used for seminars for Members one hour a week.

The Committee agreed that Committee members currently on the General Election Planning Group could act as a sounding board as the programme develops and take part in a focus group.

The Committee agreed that the directory of development opportunities should be available in hardcopy as well as electronically.

6. PUBLIC DINING EVENTS ON 12 AND 13 NOVEMBER 2014

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

The Chair congratulated Mr Tapner-Evans and the staff involved in the public dining event. The Committee agreed that further events could go ahead and that Members should be given notice of dates.

7. PUGIN ROOM REFURBISHMENT

John Borley, Director General, Facilities, briefed the Committee.

The Committee noted the update.

THE COMMITTEE WILL NEXT MEET ON MONDAY 12 JANUARY 2015 IN COMMITTEE ROOM 16