The Committee will meet on **Tuesday 28 February at 4pm in Committee Room 2A.**

1. **MINUTES OF THE LAST MEETING**

2. **MATTERS ARISING FROM THE MINUTES OF THE LAST MEETING**

3. **DRAFT BUSINESS PLAN 2012/13**
   - A memorandum by the Reading Clerk is attached (H/10-12/72). RESERVED

4. **SELECT COMMITTEE RESOURCES**
   - A memorandum by the Clerk of the Parliaments is attached (H/10-12/73). RESERVED

5. **GRAND COMMITTEE RESOURCES**
   - A memorandum by the Clerk of the Parliaments is attached (H/10-12/74). RESERVED

6. **PALACE OF WESTMINSTER MODERNISATION**
   - A memorandum by the Director of Facilities is attached (H/10-12/75). RESERVED

7. **CLERK OF THE PARLIAMENTS’ BRIEFING**
   - A memorandum by the Clerk of the Parliaments is attached (H/10-12/76).

8. **ANY OTHER BUSINESS**

---

February 2012

James Whittle
020 7219 6644
[whittlej@parliament.uk](mailto:whittlej@parliament.uk)