The Committee will meet on Tuesday 26 February at 4pm in Committee Room 2A.

1. MINUTES OF THE LAST MEETING

2. MATTERS ARISING FROM THE MINUTES OF THE LAST MEETING
   If members have points to raise from the minutes of the last meeting it would be useful if they could notify the Clerk or write to the Chairman.

3. DRAFT CORPORATE BUSINESS PLAN 2013/14
   A memorandum by the Reading Clerk and the draft Corporate Business Plan 2013/14 (H/12–13/18).

4. EDUCATION CENTRE
   A memorandum by the Clerk of the Parliaments (H/12–13/19) RESERVED.

5. LONDON LIVING WAGE AND PROCUREMENT
   A memorandum by the Clerk of the Parliaments (H/12–13/20) RESERVED.

6. OFFICEHOLDERS’ SALARIES
   A memorandum by the Clerk of the Parliaments (H/12–13/21) RESERVED.

7. OFFICEHOLDERS: EXPENSES AND TAX
   A memorandum by the Clerk of the Parliaments (H/12–13/22) RESERVED.

8. ANY OTHER BUSINESS
   If members have any other business to raise it would be useful if they could notify the Clerk or write to the Chairman.

February 2013

James Whittle
020 7219 6644
whittlej@parliament.uk