



House of Commons

Administration Committee

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# **Formal Minutes**

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**Session 2014–15**

## **Administration Committee**

The Administration Committee is appointed to consider the services provided for and by the House of Commons. This includes services provided to the public by Parliament, including visitor facilities, the Parliament website and education services.

### **Current membership:**

Rt Hon. Sir Alan Haselhurst MP (*Conservative, Saffron Walden*) (Chair)

Conor Burns MP (*Bournemouth West*)

Thomas Docherty MP (*Labour, Dunfermline and West Fife*)

Mr Nigel Evans MP (*Conservative, Ribble Valley*)

Mr David Evennett MP (*Conservative, Bexleyheath and Crayford*)

Michael Fabricant MP (*Conservative, Lichfield*)

Mr Tom Harris MP (*Labour, Glasgow South*)

Mark Hunter MP (*Liberal Democrat, Cheadle*)

Mr Marcus Jones MP (*Conservative, Nuneaton*)

Nigel Mills MP (*Conservative, Amber Valley*)

Tessa Munt MP (*Liberal Democrat, Wells*)

Mark Tami MP (*Labour, Alyn and Deeside*)

Rt Hon. Keith Vaz MP (*Labour, Leicester East*)

Mr Ben Wallace (*Conservative, Wyre and Preston North*)

Mr Dave Watts MP (*Labour, St Helens North*)

David Wright MP (*Labour, Telford*)

### **Other Members**

The following were members of the Committee during this Session: Harriett Baldwin MP (*Conservative, West Worcestershire*); Mr Mark Harper MP (*Forest of Dean*); Mr Robert Syms MP (*Conservative, Poole*)

### **Powers**

The powers of the Committee are set out in House of Commons SO No 139. Standing Orders are available on the Internet via [www.parliament.uk](http://www.parliament.uk).

### **Publications**

The Reports and evidence of the Committee are published by The Stationery Office by Order of the House. All publications of the Committee are on the Internet at: <http://www.parliament.uk/ac>

### **Committee staff**

The current staff of the Committee are Helen Wood (Clerk), Liz Otto (Second Clerk), Jennifer Kelly (Committee Assistant) and Anikka Weerasinghe (Media officer).

### **Contacts**

All correspondence should be addressed to the Clerk of the Administration Committee, House of Commons, London SW1A 0AA. The telephone number for general enquiries is 020 7219 4151; the Committee's email address is [ac@parliament.uk](mailto:ac@parliament.uk)

# Formal Minutes

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**Monday 9 June 2014**

Members present:

Sir Alan Haselhurst (in the Chair)

Harriett Baldwin	Mark Tami
Thomas Docherty	Keith Vaz
Mr David Evennett	Mr Dave Watts
Mr Mark Harper	David Wright
Mr Marcus Jones	

**1. Invitation to the Chair of the Committee to visit the Irish Parliament**

*Resolved*, That the Chair have leave to visit the Irish Parliament, Dublin, in July as a Rapporteur for the purpose of the Committee's work in relation to broadcasting, catering, visitor services and IT services.

*Ordered*, That the Chair seek the approval of the Chair of the Liaison Committee for expenditure in connection with the visit.

**2. Committee event to meet managers and staff of the House**

This matter was discussed.

**3. Vehicle Barriers**

Paul Martin, Parliamentary Security Director, an expert from the Centre for the Protection for National Infrastructure, and Mel Barlex, Parliamentary Director of Estates, briefed the Committee in private.

**4. Report on Catering Services Financial Performance 2013/14 and Six Monthly Catering Price Review**

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

*Resolved*, That the Committee support proposals for a single price review in 2015.

**5. Report on use of Catering and Banqueting Facilities during the dissolution period**

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

*Resolved*, That the Committee support proposals on use of catering and banqueting facilities during the dissolution period.

**6. Members' Centre Update**

*Resolved*, That the Committee support proposals relating to the current use of the Members' Centre and proposals to use the Centre as additional hot-desking space for new Members immediately after the election.

[Adjourned till Monday 16 June at 4.30 pm]

**Monday 16 June 2014**

Members present:

Sir Alan Haselhurst (in the Chair)

Harriett Baldwin

Conor Burns

Thomas Docherty

Mr Mark Harper

Mr Tom Harris

Mark Hunter

Mr Marcus Jones

Nigel Mills

Mark Tami

Keith Vaz

David Wright

**1. Collaborative Research Project on St Stephen's Chapel 1292-1941**

Dr Elizabeth Hallam Smith, Director of Information Services and Librarian, House of Lords, and Dr John Cooper, University of York, briefed the Committee in private.

**2. Update on Office 365: Improving Access to Email, Calendar and Files**

Joan Miller, Director of Parliamentary ICT, and Richard McLean, ICT strategy Programme Manager, Parliamentary ICT, briefed the Committee in private.

**3. House of Commons Terrace Access**

Richard Latham, Deputy Serjeant At Arms, briefed the Committee.

*Resolved*, That access to the Terrace be better aligned to the opening hours of the Terrace Cafeteria and Strangers' Bar.

[Adjourned till Monday 23 June at 4.30 pm]

**Monday 23 June 2014**

Members present:

Sir Alan Haselhurst (in the Chair)

Conor Burns	Mr Marcus Jones
Thomas Docherty	Nigel Mills
Mr David Evennett	Tessa Munt
Mr Mark Harper	Mark Tami
Mr Tom Harris	Keith Vaz
Mark Hunter	David Wright

**1. Retail Update**

This matter was discussed.

**2. The Questions and Answers System**

This matter was discussed.

**3. Documentary – “Inside the Commons”**

Fergus Reid, House Liaison Officer, briefed the Committee in private.

**4. Access Arrangements to the Strangers' Dining Room**

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

*Resolved*, That the Committee support proposals to manage demand for access to Strangers' Dining Room.

**5. Hansard Society**

John Pullinger, Director General, Information Services, and Dr Ruth Fox, Director, Hansard Society, briefed the Committee in private.

**6. Update on Room Hire Arrangements**

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

*Resolved*, That the Committee support proposals relating to room hire arrangements.

**7. Principal Floor and Portcullis House improvement works**

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

**8. Cromwell Green Entrance search point improvements**

Lesley Scott, Assistant Serjeant at Arms, briefed the Committee in private.

[Adjourned till Monday 30 June at 4.30 pm]

**Monday 30 June 2014**

Members present:  
Sir Alan Haselhurst (in the Chair)

Conor Burns	Nigel Mills
Thomas Docherty	Tessa Munt
Mr David Evennett	Keith Vaz
Mark Hunter	David Wright

**1. Feature Film Pilot – “Suffragette”**

Lawrence Ward, Serjeant At Arms, and Laura Blake, Project Co-ordinator, briefed the Committee in private.

*Resolved*, That the Committee continues to support the principle of allowing commercial filming on the Estate when the House is not sitting and will consider requests on a case by case basis.

**2. 2015 Anniversaries, 'Parliament in the Making'**

Sir Peter Luff MP, Joint Chair, Speakers' Advisory Group on the 2015 Anniversaries, and Caterina Loriggio, 2015 Anniversaries Senior Parliamentary Campaign Manager, briefed the Committee in private.

**3. Parliamentary Passes and Escorting Rights**

*Resolved*, That the Committee support proposals to update the rules on pass holder escort rights.

**4. Signage Programme**

Jon Prew, Chair of the Estate Signage Group, and Lester Benjamin, Deputy Director (Operations), Parliamentary Estates Directorate, briefed the Committee in private.

[Adjourned till Monday 7 July at 4.30 pm]

***Tuesday 1 July 2014***

*The Chair, Sir Alan Haselhurst, visited the Irish Parliament in Dublin as a Rapporteur for the purpose of the Committee's work in relation to broadcasting, catering, visitor services and IT services, in accordance with the Committee's decision of 9 June 2014.*

**Monday 7 July 2014**

Members present:

Sir Alan Haselhurst (in the Chair)

Harriett Baldwin

Mr David Evennett

Mr Mark Harper

Mr Tom Harris

Nigel Mills

Keith Vaz

**1. Update on the Travel Office Contract**

Andrew Walker, Director General of Human Resources and Change, Dr Farrah Bhatti, Travel Office Liaison Officer, Chris Thelen, Chief Executive, Chambers Travel, Julie Cope, Director of Operations, Chambers Travel, and Paul Broughton, Sales Director, Chambers Travel, briefed the Committee in private.

**2. Curtis Green Development**

Mel Barlex, Parliamentary Director of Estates, and Michael Hewitt, Assistant Commissioner, Commander Jane Bond, Metropolitan Police Service, and John Borley, Director General, Department of Facilities, briefed the Committee in private.

**3. Report on Cashless Payment Methods**

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

*Resolved*, That the Committee support a trial of Wave and Pay technology in a number of venues on the Parliamentary Estate.



**4. Photography and Filming point in the Palace for Committee Room events**

Lawrence Ward, Serjeant At Arms, briefed the Committee in private.

*Resolved*, That the Lower Waiting Hall, by the Barry Statue area, be used as a filming and photography point for Members, on permission from the Serjeant.

**5. Further update on the Palace of Westminster Restoration and Renewal Programme**

Richard Ware, Programme Director, briefed the Committee in private.

[Adjourned till Monday 14 July at 4.30 pm]

**Monday 14 July 2014**

Members present:

Sir Alan Haselhurst (in the Chair)

Conor Burns

Mr David Evennett

Mr Mark Harper

Nigel Mills

Mark Tami

Keith Vaz

Mr Dave Watts

**1. Chair's note on the visit to the Irish Parliament - Tuesday 1 July 2014**

This matter was discussed.

**2. Annunciator Service Expansion and Modernisation**

This matter was discussed.

**3. Proposals for filming in Division Lobbies**

Fergus Reid, House Liaison Officer, briefed the Committee in private.

#### 4. **Members and Members' Staff Interview Project Report Response**

Tom Goldsmith, Head of Office of the Office of the Chief Executive, and John Benger, Acting Head of the Department of Information Services, briefed the Committee in private.

#### 5. **Portcullis House Atrium Roof**

Mel Barlex, Parliamentary Director of Estates, and Brian Finnimore, Deputy Parliamentary Director of Estates, briefed the Committee in private.

[Adjourned till Monday 8 September at 4.30 pm]

### **Monday 8 September 2014**

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

#### 1. **Temporary Covered Area**

This matter was discussed.

#### 2. **Freedom of Information request**

This matter was discussed.

*Resolved*, That the Committee document requested covered by the exemption in Section 34 of the Freedom of Information Act should not be released.

3. **High voltage supplies on the Estate**

Fiona Channon, Director of Accommodation and Logistics Services, briefed the Committee in private.

*Resolved*, That the Committee supports further proposals to improve the capacity and resilience of electrical supplies to the Palace of Westminster and notes the impact on space in the car park.

4. **Update from IPSA on preparations for the election and induction of new Members**

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

[Adjourned till Monday 13 October at 4.30 pm]

**Monday 13 October 2014**

Members present:

Sir Alan Haselhurst (in the Chair)

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

1. **‘Good Digital Citizen’ Security Awareness Campaign**

This matter was discussed.

2. **Music Events in the House**

This matter was discussed.

### **3. Filming Requests**

This matter was discussed.

### **4. Building Information Modelling Surveys (BIM)**

John Borley, Director General, Department of Facilities, briefed the Committee in private.

*Resolved*, That Members' offices on the parliamentary estate should be included in the BIM survey.

### **5. Updates on Members' and Members' Staff Interview Project from the Department of HR and Change and Department of Facilities**

John Borley, Director General, Department of Facilities, and Andrew Walker, Director General of HR and Change, briefed the Committee in private.

### **6. Parliamentary Procurement and Commercial Services**

Veronica Daly, Director of Parliamentary Procurement and Commercial Services, and John Borley, Director General, Department of Facilities, briefed the Committee in private.

### **7. Flow of visitors inside the Palace of Westminster**

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

*Resolved*, That the Committee support proposals to improve the flow of visitors inside the Palace at peak period.

[Adjourned till Monday 20 October at 4.30 pm]

**Monday 20 October 2014**

Members present:  
Sir Alan Haselhurst (in the Chair)

Harriett Baldwin  
Thomas Docherty  
Mr David Evennett  
Mark Hunter  
Mr Marcus Jones

Nigel Mills  
Tessa Munt  
Keith Vaz  
Mr Dave Watts  
David Wright

**1. Report of meeting with Councillor Davis, Cabinet Member for the Built Environment, Westminster City Council**

This matter was discussed.

**2. Updates on Members' and Members' Staff Interview Project from the Department of Information Services and the Department of Chamber and Committee Services**

John Benger, Acting Head, and Amy Pitts, Head of Visitor and Retail Services, Department of Information Services, David Natzler, Clerk Assistant and Director General, Department of Chamber and Committee Services, and Lawrence Ward, Serjeant at Arms, briefed the Committee in private.

**3. Retail update**

Amy Pitts, Head of Visitor and Retail Services, and Diana Christou, Head of Retail and Buying, briefed the Committee in private.

**4. Principal Floor – Catering improvements and conservation**

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

[Adjourned till Monday 27 October at 4.30 pm]

**Monday 27 October 2014**

Members present:  
Sir Alan Haselhurst (in the Chair)

Harriett Baldwin  
Conor Burns  
Mark Hunter  
Nigel Mills

Tessa Munt  
Keith Vaz  
Mr Dave Watts  
David Wright

**1. Filming Requests**

*Resolved*, That a request for commercial filming should be considered further by officials.

**2. Central Lobby staffing**

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

*Resolved*, That the Committee support the current staffing arrangements in Central Lobby.

**3. Updates on Members' and Members' Staff Interview Project Parliamentary ICT**

Matthew Taylor, Acting Director of Parliamentary ICT, briefed the Committee in private.

**4. House of Commons Nursery Annual Report 2013/14**

Andrew Walker, Director General, HR and Change, and Anne Foster, Head of Diversity and Inclusion, briefed the Committee in private.

[Adjourned till Monday 3 November at 4.30 pm]

## **Monday 3 November 2014**

Members present:

Sir Alan Haselhurst (in the Chair)

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

### **1. Visitor Access and Facilities: Update**

Lesley Scott, Assistant Serjeant At Arms, and Matthew Morgan, Visitor Operations Manager, Department of Information Services, briefed the Committee in private.

### **2. Visitor Services Proposed Tour Prices for 2015**

Matthew Morgan, Visitor Operations Manager, Department of Information Services, briefed the Committee in private.

*Resolved*, That the Committee support proposals to increase audio guide ticket prices from 1 April 2015 in line with bench-marked organisations.

### **3. Portcullis House Atrium Roof**

Brian Finnimore, Deputy Parliamentary Director of Estates, Tim Morgan, Building Surveyor, Crossley Consult Ltd, and Paul Ragsdale, Consulting Structural Engineer, Alan Baxter Associates, briefed the Committee in private.

### **4. Temporary Covered Area on the Terrace**

John Borley, Director General, Facilities, and Brian Finnimore, Deputy Parliamentary Director of Estates, briefed the Committee in private.

[Adjourned till Monday 10 November at 4.30 pm]

## **Monday 10 November 2014**

Members present:  
Sir Alan Haselhurst (in the Chair)

Conor Burns	Nigel Mills
Thomas Docherty	Mark Tami
Mr David Evennett	Mr Dave Watts
Mark Hunter	

### **1. Revision of the Banqueting Rules**

Kathryn Hudson, Parliamentary Commissioner for Standards, briefed the Committee in private.

*Resolved*, That the Committee endorse recommendations from the Committee on Standards on the application of terms and conditions for room hire.

### **2. The use of Electronic Cigarettes (“E-Cigarettes”) on the Parliamentary Estate**

Andrew Walker, Director General of HR and Change, briefed the Committee in private.

*Resolved*, That the Committee advise Mr Speaker that the use of e-cigarettes on the Visitor Route, including the Chamber, should be deprecated.

*Ordered*, That the Director General, HR and Change provide a further report following consultation with officials in the House of Lords.

### **3. Member’s Mail Forwarding Services**

Fiona Channon, Director of Accommodation and Logistics Services, briefed the Committee in private.

*Resolved*, That the Committee agreed its advice in relation to the mail forwarding service.

### **4. Report on Catering Services Financial Performance for the First Six Months 2014/15**



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

[Adjourned till Monday 17 November at 4.30 pm

### **Monday 17 November 2014**

Members present:

Sir Alan Haselhurst (in the Chair)

Thomas Docherty	Tessa Munt
Mr David Evennett	Keith Vaz
Mark Hunter	Mr Dave Watts
Mr Marcus Jones	David Wright
Nigel Mills	

#### **1. Trial replacement of the lock system to Members' office**

Fiona Channon, Director of Accommodation and Logistics Services, briefed the Committee in private.

*Resolved*, That the Committee agree to a trial replacement of the current lock system for a small number of Members' offices.

#### **2. Alignment of meeting rooms with banqueting terms and conditions**

Robert Gibbs, Food & Beverage Operations Manager, briefed the Committee in private.

*Resolved*, That the Committee support proposals relating to the introduction of a contract for catered events in the Attlee Suite and Macmillan Room.

#### **3. Review of the trial of new catering income generation activity**

Robert Gibbs, Food & Beverage Operations Manager, briefed the Committee in private.

*Resolved*, That the Committee agree to the continuation of catering income generation activities as business as usual.

**4. House of Commons Chamber camera trial**

John Angeli, Director of Parliamentary Broadcasting, and Lorraine Sutherland, Editor of the Official Report, briefed the Committee in private.

*Resolved*, That the Committee support the “off-air” trial of additional camera angles in the Chamber early in 2015.

**5. Parliament’s Online Video Service**

John Angeli, Director of Parliamentary Broadcasting, and Lorraine Sutherland, Editor of the Official Report, briefed the Committee in private.

*Resolved*, That the Committee continue to support the on-going review to increase access to committee footage.

[Adjourned till Monday 24 November at 4.30 pm

**Monday 24 November 2014**

Members present:

Sir Alan Haselhurst (in the Chair)

Harriett Baldwin

Conor Burns

Mr David Evennett

Mr Tom Harris

Mark Hunter

Mr Marcus Jones

Tessa Munt

Mark Tami

Keith Vaz

Mr Dave Watts

**1. Freedom of Information request**

This matter was discussed.

*Resolved*, That the Committee document requested covered by the exemption in Section 34 of the Freedom of Information Act should not be released.

## **2. Web Links in the Digital Order Paper**

This matter was discussed.

## **3. Commercial Filming**

Anikka Weerasinghe, Head of Media and Communications, Chamber and Corporate Service, and Lawrence Ward, Serjeant at Arms, briefed the Committee in private.

*Resolved*, That authority to agree salient commercial filming requests be delegated to the Chair when the House was not sitting.

*Resolved*, That the Committee continue to support the principle that appropriate commercial filming should take place on the parliamentary estate when the House is not sitting and will consider requests on a case by case basis.

*Resolved*, That the Committee support the introduction of a commercial filming rate card, which will be subject to periodic review.

## **4. Filming Request**

Anikka Weerasinghe, Head of Media and Communications, Chamber and Corporate Service, and Lawrence Ward, Serjeant at Arms, briefed the Committee in private.

*Resolved*, That a request for filming should be considered further by officials.

## **5. Update on Documentary on the Work of the House**

Fergus Reid, Documentary Project Leader (internal), briefed the Committee in private.

## **6. Annunciator Service Expansion and Modernisation**

Donald Grant, Principal Engineer, Head of Design Authority, and Oliver Dixon, Project Leader & Mechanical Engineer, Parliamentary Estates Directorate, briefed the Committee in private.

[Adjourned till Monday 8 December at 4.30 pm]

## **Monday 8 December 2014**

Members present:  
Sir Alan Haselhurst (in the Chair)

Thomas Docherty	Mr Marcus Jones
Mr David Evennett	Nigel Mills
Michael Fabricant	Keith Vaz
Mark Hunter	David Wright

### **1. Declarations of Interest**

Michael Fabricant declared his interests in accordance with the Resolution of the House of 13 July 1992 (see appendix).

### **2. Mail Services during the Christmas period**

This matter was discussed.

### **3. Fees and Charges – Policy and Schedule for 2015-16**

Myfanwy Barrett, Director of Finance, briefed the Committee in private.

### **4. 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 in private.

*Resolved*, That the Committee support the proposals and agree, in principle, to the use of the Members' Centre and Members' Library Reference Room for seminars for Members following the 2015 election.

### **5. Public Dining Events on 12 and 13 November 2014**

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

*Resolved*, That the Committee support further trials of public dining events on days when the House is not sitting.

## 6. **Pugin Room**

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

[Adjourned till Monday 12 January at 4.30 pm]

### **Monday 12 January 2015**

Members present:

Sir Alan Haselhurst (in the Chair)

Mr Nigel Evans

Mr David Evennett

Michael Fabricant

Mark Hunter

Mark Tami

Keith Vaz

Mr Ben Wallace

Mr Dave Watts

David Wright

#### 1. **Declarations of Interest**

Mr Nigel Evans and Mr Ben Wallace declared their interests in accordance with the Resolution of the House of 13 July 1992 (see appendix).

#### 2. **New Parliamentary Education Centre**

Dr Emma-Jane Watchorn, Head of Education Services, briefed the Committee in private.

#### 3. **PICT: General Election Planning**

Matthew Taylor, Acting Head of Parliamentary ICT, and Daniel Cook, Programme Manager – General Election, briefed the Committee in private.

[Adjourned till Monday 19 January at 4.30 pm]

**Monday 19 January 2015**

Members present:  
Sir Alan Haselhurst (in the Chair)

Conor Burns	Mr Marcus Jones
Mr Nigel Evans	Nigel Mills
Michael Fabricant	Mr Ben Wallace
Mark Hunter	Mr Dave Watts

**1. Update on the use of Electronic Cigarettes (“E-Cigarettes”) on the Parliamentary Estate**

Andrew Walker, Director General, HR and Change, and Paul Mann, Pay and HR Policy Manager, briefed the Committee in private.

*Resolved,* That the Committee support the Management Board’s policy guidance for staff of the House; and subject to further review, in addition advise Mr Speaker that the use of e-cigarettes on the Parliamentary Estate currently should be limited to the Strangers’ Bar, the central part of Portcullis House Atrium (excluding enclosed surrounding areas) and Members’ and Members’ staff offices at the discretion of occupants subject to further review.

**2. Temporary covered area on the Terrace**

Brian Finnimore, Acting Parliamentary Director of Estates, briefed the Committee in private.

**3. Music events in the House**

Mike Weatherley MP, Mr Nigel Adams MP, and Lawrence Ward, Serjeant at Arms, briefed the Committee in private.

*Resolved,* That the Committee agree to support recommendations to enhance the management of events on the Parliamentary Estate.

**4. Retail Update**

Amy Pitts, Head of Visitor & Retail Services, and Diana Christou, Head of Retail and Buying, Department of Information Services, briefed the Committee in private.

*Resolved*, That the Committee agree to support recommendations to expand the product range in the Houses of Parliament Shop and online.

[Adjourned till Monday 2 February at 4.30 pm

### **Monday 2 February 2015**

Members present:

Sir Alan Haselhurst (in the Chair)

Mr Nigel Evans

Mr David Evennett

Michael Fabricant

Mark Hunter

Nigel Mills

Tessa Munt

Mark Tami

#### **1. Fire Safety Improvement Works**

*Resolved*, That the Committee take note that following a decision by the House of Lords Administration to provide a cost-effective location for fire safety equipment in the area currently occupied by the Rifle Range and that this facility would therefore no longer be available.

#### **2. Camera Angles Trial**

John Angeli, Director of Parliamentary Broadcasting, and Linda Nash, Lead Senior Director, Bow Tie TV, briefed the Committee in private.

*Resolved*, That the Committee advise Mr Speaker that the two additional cameras and their position during the trial should be permanently adopted in the Chamber; that the cameras should be up and running in time for the start of the new Parliament; and that the Director of Parliamentary Broadcasting should investigate options for ensuring the cameras 'blend in' and options for adding a further lower level camera position at the opposite end of the Chamber.

**3. New Member's Reception Area (NMRA): Update on Induction Arrangements for New Members after the Election**

John Benger, Acting Director General, Information Services and John Thursfield, Lead on New Members Reception, General Election Planning Group, briefed the Committee in private.

[Adjourned till Monday 9 February at 4.30 pm

**Monday 9 February 2015**

Members present:

Sir Alan Haselhurst (in the Chair)

Mr Nigel Evans

Mr David Evennett

Michael Fabricant

Mark Hunter

Mr Marcus Jones

Nigel Mills

Keith Vaz

**1. General Election Planning**

John Benger, Chair of General Election Planning Group and General Election Senior Responsible Officer, and John Owen, General Election Planning Group Project Manager, briefed the Committee in private.

*Resolved*, That the Committee agree the content, design and publication of the Dissolution Guidance booklets, the Members Guidebook, the Members' Handbook and Members' Staff Handbook.

**2. Members' Tea Room**

John Borley, Director General, Facilities, and Daniel Mayes, Senior Project Leader, Department of Facilities, briefed the Committee in private.

*Resolved*, That the Committee note the statutory compliance and related works required to be carried out in the Tea Room and that this facility would therefore not



be available during a September sitting in 2015.

**3. The Future of Archives Accommodation**

Caroline Shenton, Archives Accommodation Programme Director, House of Lords, briefed the Committee in private.

**4. Restoration and Renewal Programme – Progress Report**

Richard Ware, Programme Director, Restoration and Renewal Programme, briefed the Committee in private.

[Adjourned till Monday 23 February at 4.30 pm]

**Monday 23 February 2015**

Members present:

Sir Alan Haselhurst (in the Chair)

Thomas Docherty  
Mr Nigel Evans  
Mr David Evennett  
Michael Fabricant  
Mr Marcus Jones

Nigel Mills  
Mark Tami  
Keith Vaz  
Mr Dave Watts  
David Wright

**1. Travel Office Update**

Thomas Docherty MP, Chair, Travel Office Consumer Panel, Andrew Walker, Director General of Human Resources and Change and Travel Office Contract Owner, Farrah Bhatti, and Andy Martin, Travel Office Contract Managers; Chris Thelan, CEO, Julie Cope, Director of Operations, and Jean Towers, Strategic Business Manager, Chambers Travel Management (“Chambers”), briefed the Committee in private.

*Resolved*, That the Committee agree to support the recommendation on the closure of the Chambers on-site office during the 2015 dissolution period and that a reduced service is offered from the contractor’s Central London office during this time.

## **2. Fees and Charges for 2015-16**

Myfanwy Barrett, Director of Finance, and Richard Tapner-Evans, Director of Catering Services, briefed the Committee in private.

*Resolved*, That the Committee noted the expected position on charges for single use carrier bags from the autumn.

*Resolved*, That the Committee support proposals to increase selected catering prices from May 2015 and noted that this would increase sales revenue by at least 0.5% per annum.

## **3. Catering Services Update**

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

*Resolved*, That the Committee support further public dining events on days when the House is not sitting.

*Resolved*, That the Committee agree to support proposals to extend access to and use of the Smoking Room, to increase its food offer, and to retain its name.

*Resolved*, That the Committee agree to support proposals for the Chess Room to be used for Member-only events.

*Resolved*, That the Committee support proposals on opening hours of catering facilities on the Estate in the period immediately after the General Election.

## **4. Cutlery used in Dining Rooms and for functions**

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

*Resolved*, That the Committee support the proposal to replace worn existing cutlery stock with a more cost-effective range.

[Adjourned till Monday 2 March at 4.30 pm]

## **Monday 2 March 2015**

Members present:  
Sir Alan Haselhurst (in the Chair)

Conor Burns	Nigel Mills
Mr Nigel Evans	Mark Tami
Mr David Evennett	David Wright

### **1. Stationery Rules**

*Resolved*, That the Committee note a proposal to change the arrangements for contacting Members about their stationery budget.

### **2. Update from the Director General, Facilities**

This matter was discussed.

### **3. Portcullis House Atrium Roof**

Brian Finnimore, Acting Parliamentary Director of Estates, Tim Morgan, Building Surveyor, Crossley Consult Ltd, and Paul Ragsdale, Consulting Structural Engineer, Alan Baxter Associates, briefed the Committee in private.

### **4. Fees and Charges for 2015/16: Events Tours**

Myfanwy Barrett, Director of Finance, and Amy Pitts, Head of Visitor & Retail Services, briefed the Committee in private.

*Resolved*, That the Committee agree its advice to increase the rate for events tours sponsored by a Member from £3 to £5 per head; to keep the rate unchanged at £15 per head for non-sponsored events tours; and to offer a discount of 25 per cent from the unsponsored (£15) rate for charities.

## 5. **Printing and Publishing**

Catherine Fogarty, Deliverer of the Vote, and Philippa Helme, Principal Clerk, Table Office, briefed the Committee in private.

*Resolved*, That the Committee support proposals to change printing and publishing practise which would increase the amount of material available online and reduce hard copy printing.

## 6. **Library holdings in the Palace of Westminster cellars**

Steve Wise, Director of Information Management, Department of Information Services and Andrew Peck, Senior Project Leader (M&E), Parliamentary Estates Directorate, briefed the Committee in private.

*Resolved*, That the Committee note the proposed change to the Library Service, only retaining current national and regional newspapers in the Members' Library.

[Adjourned till Monday 9 March at 4.30 pm]

## **Monday 9 March 2015**

Members present:

Sir Alan Haselhurst (in the Chair)

Conor Burns

Mr Nigel Evans

Michael Fabricant

Mark Hunter

Mr Marcus Jones

Nigel Mills

Mark Tami

Keith Vaz

1. **Matters arising**

*Resolved,* That matters on which the Committee is to be consulted be dealt with by correspondence, and that authority be delegated to the Chair to deal with any remaining issues until dissolution, as there will be no further meeting of the Committee in the parliament.

2. **Proactive publication scheme – Catering debts**

*Resolved,* That the Committee note that proactive publication of aged catering debts would start in the new parliament.

3. **Archaeological excavation**

*Resolved,* That the Committee support, in principle, the proposed small-scale archaeological excavation in New Palace Yard during the summer recess.

4. **Use of electronic cigarettes (“e-cigarettes”) on the Parliamentary Estate: Update**

*Resolved,* That the Committee support proposals for a designated area for vaping in Star Chamber Court for a trial period.

5. **Signage programme**

Jon Prew, Chair of the Estate Signage Group, Parliamentary Estates Directorate, briefed the Committee in private.

6. **Update on the use of Wave and Pay systems**

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

[Adjourned to a day and time to be fixed by the Chair.]

## APPENDIX

The Member listed declared his interests on the dates specified, and as follows:

### Monday 8 December 2014

**Fabricant, Michael** (Lichfield)

2. Remunerated employment, office, profession etc  
Payments from BBC Talent & Rights Negotiation, Room B.07, Broadcasting House, 27-29 Whiteladies Road, Bristol BS8 2LR:

Payment of £150 received on 29 January 2014 for appearance as a panellist on BBC

Radio 4 'Any Questions' on 24 January 2014. Hours: 1 hr plus travel.  
(Registered 3 February 2014)

### Monday 12 January 2015

**EVANS, Nigel** (Ribble Valley)

2. Remunerated employment, office, profession etc  
Payments from Exclusive Press & Publicity Ltd, Golden Cross House, 8 Duncannon Street, London WC2N 4JF, in respect of three media engagements with (1) the Mail on Sunday, Northcliffe House, 2 Derry Street, London W8 5TT (2) the Daily Mirror, 1 Canada Square, London E14 5AP (3) ITV, The London Studios, 58-72 Upper Ground, London SE1 9LT.  
Hours: 3 hrs for each; 9 hrs in total. To be paid in twelve monthly instalments until June 2015. (*Registered 15 August 2014*)  
13 July 2014, received £1762.50. Hours: as above. (*Registered 15 August 2014*)  
13 August 2014, received £1762.50. Hours: as above. (*Registered 15 August 2014*)

**WALLACE, Ben** (Wyre and Preston North)

2. Remunerated employment, office, profession etc

From 18 February 2013 to 28 February 2014, assistance with public affairs advice provided to Xcite Energy Resources Ltd (a North Sea oil exploration company), 1 Farnham Road, Guildford, GU2 4RG. The agreed remuneration was £30,000 a year and the expected time commitment was 15 hours a month. (£25,001 to £30,000). (*Updated 2 March 2014*)  
Received £2,500 for attending meetings and advising on business opportunities.  
Hours: 15 hrs. (January 2014) (*Registered 2 March 2014*)  
Received £2,500 for attending meetings and advising on business opportunities.  
Hours: 15 hrs. (February 2014) (*Registered 2 March 2014*)

5. Gifts, benefits and hospitality (UK)

Name of donor: The Royal Automobile Club Motor Sports Association  
Address of donor: Motorsports House, Riverside Park, Colnbrook, SL3 0HG  
Amount of donation or nature and value if donation in kind: two tickets for British Grand Prix  
6 July 2014, and hospitality; value £985  
Date of receipt of donation: 6 July 2014  
Date of acceptance of donation: 6 July 2014  
Donor status: company, registration number 1344829  
(*Registered 15 October 2014*)

6. Overseas visits

Name of donor: (1) Ardeshir Nagashineh, Chairman of Targetfollow PLC; (2) the *Majlis*, the Parliament of the Islamic Republic of Iran (Iran-United Kingdom Parliamentary Friendship Group)  
Address of donor: (1) TargetfollowGroup Ltd, Riverside House, 11/12 Riverside Road, Norwich, NR1 1SQ; (2) Baherestan Square, Tehran, Iran  
Amount of donation (or estimate of the probable value): (1) £373.84 being the balance of the return flights from London to Tehran (via Frankfurt), Business Class, 6 and 10 January 2014.  
Total cost £1,623.84 – the remainder being met by a non-registrable source. (2) 4 nights hotel accommodation in Tehran at estimated cost of £392.84, plus meals and transport for 4 days at estimated cost of £300.  
Destination of visit: Tehran, Iran  
Date of visit: 6-10 January 2014  
Purpose of visit: visit by the All Party Parliamentary Group on Iran at the invitation of the Iran-UK Parliamentary Friendship Group of the Iranian Parliament.  
(*Registered 26 February 2014*)

8. Land and Property  
Flat in south west London, from which rental income is received.
  
11. Miscellaneous  
Member of Public Policy Committee of the RAC Foundation, 89-91 Pall Mall, London SW1Y 5HS; unremunerated. (*Registered 12 June 2013*)