

## Refreshment Committee

### Minutes

Tuesday 28 June at 11.00am in Committee Room 3A

Present:

Lord Goddard of Stockport  
Lord Laming (*Chairman*)  
Lord Lee of Trafford  
Lord Pendry  
Lord Sawyer  
Lord Skelmersdale  
Earl of Stair

together with the Clerk of the Parliaments

Apologies were received from Lord Curry of Kirkharle, Baroness Eaton, Lord Gardiner of Kimble, Lord Kennedy of Southwark, Lord Ribeiro and Baroness Wall of New Barnet.

Gary Devereaux (Executive Chef), Tim Lamming (Catering and Retail Services Change Programme Leader), Stephen Perkins (Interim Head of Catering and Retail Services) and Carl Woodall (Director of Facilities) were also in attendance.

The Committee had agreed the minutes of the last meeting by correspondence

#### **I. Review of opening and closing times of catering outlets (R/16-17/1) [Reserved]**

The Chairman explained that the paper was a response to Member feedback and usage patterns, and part of using resources efficiently and effectively.

In response to a question about whether Millbank Cafeteria should close even earlier than proposed, it was explained that it is used by staff in the afternoon and to support meeting room catering, but usage would be kept under close review. The outlet's staffing complement was reduced in the afternoon.

It was clarified that the proposed earlier opening time of 7pm was for the Peers' Dining Room Guest Side, as the Long Table buffet already began at 7pm. One Member asked whether the buffet's start time could be brought forward; no decision was taken.

**The Committee agreed the following changes to opening and closing times:**

**Barry Room Brasserie**

Lunch	11.30am – 3.00pm
Afternoon tea	3.00pm – 6.00pm (pre-booked only)
Dinner	6.00pm – 9.30pm (closing half an hour later)

**Peers' Dining Room Guest Side**

Afternoon Tea	3.30pm – 5.30pm (closing slightly earlier to enable a smoother transition to dinner service)
Dinner	7.00pm – 9.00pm (opening half an hour earlier)

The Peers' Long Room would not open on sitting Fridays, but a short Long Table would be set up in the Peers' Dining Room Guest Side instead, offering the same menu as the Long Room offers.

The Committee took note that the River Restaurant would stop service at 8.30pm and Millbank cafeteria would close at 4.30pm.

**2. State opening 2016 review (R/16-17/2) [Reserved]**

The Committee was invited to offer comments about the State Opening luncheon on 18 May. The Chairman indicated that he had received very positive feedback. Another Member asked whether unpriced menus, like that provided on State Opening day, could be given to guests in the Peers' Dining Room; this had previously been explored and opinions on the desirability of this varied. Another Member spoke highly of the roast. In response to a question about menu choice, it was explained that the food served was carefully chosen to ensure that the event more than paid for itself.

**3. Dress code in the Barry Room (R/16-17/3) [Reserved]**

The Chairman reminded the Committee of various views previously expressed about the desirability of amending the dress code in the Barry Room. One Member asked whether the Barry Room staff could help remind people of the dress code; the Chairman said that Members ought to let their guests know about the dress code in advance of meals. It was felt that having a different dress code for lunch and dinner time would be too complicated. **After discussion, the Committee agreed that ties would not be required, to ensure that trade was not lost. The dress code would be "business casual" (jacket and collared shirts).** The decision should be reviewed by the relevant Committee one year after implementation.

In response to a suggestion that the menu cards in the Barry Room should be updated, it was explained that menu design was already being reviewed.

#### **4. Accounts (R/16-17/4 and 5) [Reserved]**

The Interim Head of Catering and Retail Services (CRS) explained that the accounts were being presented with a new layout. CRS had done £244,000 better than budget last financial year. In response to a request that the Peers' Dining Room figures be presented separating out the Long Room from the Guest Side, it was explained this was already done for internal purposes and so would be done in future.

**The Committee took note of the accounts.**

#### **5. Any other business**

The Chairman asked the Interim Head of CRS to explain about the impact of recent weather on Millbank House cafeteria. Interim arrangements would be made in Millbank as soon as possible. The Chairman asked that members reassure their colleagues that as much as possible was being done.

*Small sections of these minutes have been redacted, usually for reasons such as commercial confidentiality and sensitive management information.*

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