



Factsheet G15 General Series

Revised July 2003

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House of Commons Information Office

The House of Commons Administration

This Factsheet is designed as a general introduction to the organisation of the permanent staff of the House. Much of the information included can also be found in the most recent House of Commons Commission Annual Report for 2001/02, which is available on the Parliament Internet site.

This Factsheet and links to related documents are available on the Internet through:
<http://www.parliament.uk/factsheets>

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Introduction

The Palace of Westminster (see **Factsheet G11**) is a community that revolves around the activity of Members in the Chamber, its committees, and the political and governmental process generally. To support that activity there is a permanent staff of the House, which serves with complete political impartiality, and continues despite prorogations, dissolutions and changes in government. This is the House of Commons Service - the "Civil Service" of the House; though it must be emphasised that its staff are not Civil Servants of the Crown. They are involved in diverse matters such as the procedure of the House, security, housekeeping, provision of information, accounting, reporting debates, and cooking food. This Factsheet describes this structure, without detailing the services (which are discussed in other titles in the series).

Structure of the House Service

House of Commons Commission

The House of Commons Commission, a statutory body of six Members established under the *House of Commons (Administration) Act 1978*, is responsible for the management of the House and the provision of services to Members. The Speaker is Chairman of the Commission, *ex officio*, and the Leader of the House is also an *ex officio* member; one member of the Commission is nominated by the Leader of the Opposition (normally the Shadow Leader of the House); and three further members are appointed by the House (normally one senior backbencher from each of the two main parties and a representative of the minority parties).

Under the 1978 Act the Commission has overall responsibility for the staffing and expenditure of House Departments, and in particular approves and lays before the House the annual Estimate for House administration. In legal terms the Commission is the employer of House staff; and it is subject to a statutory requirement that the pay and general conditions of staff should be kept "broadly in line" with those in the Civil Service.

Before 1978, some of the powers of the present Commission had been vested in the House of Commons Offices Commission, set up under an Act of 1812. This body, which almost never met, was widely regarded as an anachronism; and a Staff Board consisting of the deputy heads of department in fact discharged many of its functions. There were several reviews of the House Service in the 1960s and 1970s; the most important of which was conducted by a committee of members under the chairmanship of the Rt Hon Arthur (now Lord) Bottomley MP, which reported in 1975 (HC 624, 1974-75), and whose recommendations led to the 1978 Act.

The Commission answers Questions in the House: at present, Sir Archy Kirkwood MP is its spokesman.

In practice, the Commission's power to appoint staff is delegated to Heads of Department, with the exception of the posts of Clerk of the House, Clerk Assistant, and Serjeant at Arms (which are Crown appointments) and a few other senior posts (where the power of appointment has been delegated to the Speaker). The Commission may, however, be consulted about senior appointments. With these exceptions, recruitment, promotion and staff circulation are handled by the individual Departments, subject to the overall guidance of the Finance and Administration Department.

From 1991-92, each Department has presented an Annual Report to the Commission that is included in the Commission's annual report. The Commission's annual report is available on the internet from 1998-99 onwards.

House departments

There are six House departments:

- Department of the Clerk of the House (see **Factsheet G16**)
- Department of the Serjeant at Arms (see Library Document No 13)
- Department of the Library (see **Factsheet G18**)
- Department of Finance and Administration
- Department of the Official Report (see **Factsheet G17**)
- Refreshment Department (see **Factsheet G19**)

Since July 2000, the Clerk of the House has also been Chief Executive of the House of Commons Service. At around the same time, an Office of the Clerk was established, which is not affiliated to any department (see below).

Board of Management

The six Heads of Department meet together, under the chairmanship of the Clerk of the House, as the Board of Management. The Clerk of Committees, Clerk's Department is also a member of the Board, to reflect the fact that the Clerk of the House sits on the Board as Chief Executive rather than representing the Clerk's Department. The Board is the executive body overseeing the administration of the House and is answerable to the House of Commons Commission.

There are various cross-House committees and groups of officials which report to the Board of Management. These include the Human Resources Group, which considers proposals relating to staff matters, the Business Planning Group, which reports on financial plans, the Information Systems Group, which discusses matters relating to Information Technology and Information Systems, and the Group on Information for the Public, which seeks to pursue the House's objective relating to public accessibility.

The Board of Management forms the Management Side of the House of Commons Service Whitley Committee (see section 4 below).

The Administration Vote

The Clerk of the House is Accounting Officer for the whole of the House of Commons Administration Vote, and is therefore responsible for the expenditure of all the six House departments and for other expenditure covered by the Administration Vote, including superannuation, police and security services, postage, telecommunications and computer services. The expenditure provided for in the House of Commons Administration Vote for 2002-03 is £141.2m.

This figure does not include Members' salaries and allowances. These are borne on a separate Vote - see page 10. Similarly, the staff figures given in this Factsheet do not include Members' personal secretarial and support staff, whose salaries are charged against each Member's Staffing Allowance. Such staff are employed individually by the Member in question.

Domestic committees

To ensure that Members' voices are heard in the provision of services, there are five 'domestic'

select committees. These are the Accommodation and Works Committee, the Administration Committee, the Broadcasting Committee, the Catering Committee and the Information Committee. The five chairmen sit on the Finance and Services Committee, which oversees the House's annual budget on behalf of the Commission.

Each of the domestic committees discusses services to Members in their particular area. They generally proceed by deliberation with advice from House officials, but they may also take evidence in public and make reports on specific matters to the House (which are published on the Parliamentary Internet). The Committees' main function is to advise the Commission.

Recent history of the House Administration: (1) The Ibbs Report

In 1990 Sir Robin Ibbs was asked to undertake an investigation of the House Service. His report (HC 38, 1990-91), suggested a strengthening of financial control and accountability. The report was debated by the House on 17 January 1991 (c1046-84) and its recommendations relating to policy, organisation and systems, staff and finance were implemented. The most important of these was that the House should have full control of all its own expenditure – including that relating to Works and printing.

Various new posts were created – for example the Director of Finance and Administration and the Director of Works - and various Departments of the House were reorganised internally to implement the changes.

Ibbs also sought to modify the existing domestic committee structure. The House of Commons (Services) Committee was replaced by a Finance and Services Committee that provides financial and other advice to the Commission. The sub-committees to the Services Committee were replaced by the five freestanding domestic committees.

(2) The Braithwaite Report

A review of the Ibbs Report, entitled House of Commons Commission Review of Management and Services (HC 745 1998-99) was undertaken by a team led by Mr Michael Braithwaite (a former partner in Deloitte and Touche) and published in July 1999. Its remit covered in particular the workings of the Commission, financial arrangements in the House, Accommodation, Works and Information Technology. The report is available on the internet at:

<http://www.publications.parliament.uk/pa/cm199899/cmselect/cmhccom/745/contents.htm>.

The Braithwaite Review of Management and Services reported to the House of Commons Commission in June 1999. The Commission considered the report at meetings in July, and published it in full on 23 July 1999.

The Braithwaite review found that there had been major advances in the management of the House and in delivery of services in recent years, but that further improvements could be made in governance (including a more corporate approach by House Departments), financial management and value for money, strategic planning and communications.

The Report proposed improvements to communications as they affect Members, particularly on the planning and delivery of services: better information on what is available (focused on how to achieve outcomes rather than simply describing services); information on the work of the Commission, the Finance and Services Committee and the domestic committees; and more effective routes for suggestions and views.

The Braithwaite Report was debated in the House on 20 January 2000 (c1062 to 1092). At its meeting on 10 April the House of Commons Commission approved the first steps in the implementation of the Braithwaite recommendations. Work on this has continued ever since, initially under the guidance of an Implementation Team, and since 2002 directed by the Board of Management and the Office of the Clerk (see below).

One of the principal recommendations of the Braithwaite report was that the House Administration should draw up a strategic plan. This was adopted by the Commission in June 2002 and consists of three parts:

Statement of values

The House of Commons Service seeks to achieve high ethical standards, value for money and professional excellence in all that it does. As an employer, the House of Commons Commission recognises and values the diversity of its staff and is committed to fairness and best practice.

Four core tasks for the House of Commons service

The House of Commons Service has four permanent core tasks:

- Supporting the House and its committees
- Supporting individual Members (and their staff)
- Providing information and access to the public
- Maintaining the heritage of buildings, objects and documents

Eight objectives for 2001-06

- to provide services that meet the changing needs of the House and its Members as efficiently and effectively as possible; and to develop mechanisms to ensure that this happens
- to manage the parliamentary estate in such a way as to provide Members, their staff and staff of the House with a safe, secure, modern and efficient working environment, within the constraints imposed by the availability of resources and the nature of the estate
- to ensure that House of Commons processes of corporate management comply with the highest standards of public sector governance
- to achieve demonstrable value for money in every aspect of the House service
- to be demonstrably committed to employment best practice and diversity, providing the House with a motivated and committed workforce which has the specialist skills to meet its current and changing needs
- to improve public understanding and knowledge of the work of the House and to increase its accessibility, subject to the requirements of security
- to support the business processes of the House at all levels by developing and maintaining an information infrastructure that is unified, consistent, seamless, and easily accessed by, and appropriate to the needs of, the various user communities
- to identify areas where service levels might be improved by the option of electronic delivery and, where appropriate, produce costed proposals

Office of the Clerk of the House

The Office of the Clerk became fully operational from 1 November 2000. It supports the Clerk of the House as Chief Executive and provides the Secretariat of the Board of Management and its second-tier management groups (the Human Resources Group, the Business Planning Group, the Information Systems Group and the Group on Information for the Public). It is responsible for overseeing the updating and dissemination of the House's strategic plan, on behalf of the Board. It assists the Board in serving the Commission and the Finance and Services Committee. The Office also provides secretariat support for the Audit Committee.

The six House departments

The following sections outline the functions, staff numbers, and principal organisational subdivisions of the six House Departments. More details on most of the Departments can be found in the Factsheets previously listed.

Department of the Clerk of the House

This department had 283 full-time equivalent staff posts at 1 January 2003. An organisation chart is available in the House of Commons Commission Annual Report for 2001-02 in the section on the Clerk's Department. This can be found in the publications and archives section of the Parliament website.

The Table Office prepares the Order of Business and Notice Paper and receives Parliamentary Questions and motions for inclusion in them. The Clerks advise on how to bring Questions and motions into conformity with the rules of the House.

The Legislation Service comprises:

- *The Public Bill Office*, which examines the drafts of Government and private Members' bills to ensure that they conform to the rules of the House, and helps Members to draft bills and amendments. The Clerks of standing committees advise the Chairman and members of the committees on the application of the House's rules and practices to the proceedings of the committees. Advice on the financial business of the House is obtained from this Office. Members give notice to the Public Bill Office of presentation of bills, and of motions for leave to introduce bills ("Ten-minute rule bills"). The Office arranges for ballots for private Members' bills, and is also responsible for staffing European standing committees, the Scottish, Welsh and Northern Ireland Grand Committees and the Delegated Legislation standing committees. The Clerk of Divisions is based in this office;
- *The Private Bill Office*, which, since 1998, has been grouped with the Public Bill Office under the supervision of the Clerk of Bills. The Office is concerned with bills promoted by outside individuals and bodies (such as companies and local authorities). Clerks in this Office are responsible for monitoring compliance with the Standing Orders affecting such business, and in particular for staffing committees on private bills; and
- *The Delegated Legislation Office*, which provides the secretariat of the European Scrutiny and Regulatory Reform Committees, and also supports the Joint and Select Committees on Statutory Instruments. It provides support for the National Parliament Office in Brussels.

The Journal Office publishes the minutes of the House in daily parts as the *Votes and Proceedings*, and each session as the *Journal* of the House. The Office does research into matters of procedure and precedent and advises on the form of motions, particularly those to do with the business of the House. It revises Standing Orders and drafts new Orders to meet the requirements of the House. The Journal Office also deals with public petitions and advises on matters of parliamentary privilege.

The Committee Office. Every select committee, including the departmentally-related select committees, is served by one or more Clerks, which makes the Committee Office the largest in the Clerk's Department, with about 150 staff. The total staff of each committee varies according to the nature of its work, but the Clerk is the committee's senior officer who, as well as acting as its Secretary, advises on its programme and on the preparation of its Reports. The **Scrutiny Unit** is based within the Committee Office. It provides advice to select committees; in particular on expenditure and draft legislation. The staff are drawn mainly from outside the House of Commons and have expertise in audit, value for money, statistics, the Estimates and social policy.

The Overseas Office maintains contact with Commonwealth and foreign parliaments at official level and provides information and advice on the rules and practices of the United Kingdom Parliament. It provides the secretariat to the United Kingdom delegations to the Parliamentary Assemblies of the Council of Europe, the Western European Union, NATO and the Organisation for Security and Co-operation in Europe.

The Legal Services Office was established on 1 October 2000. Its head is Speaker's Counsel and the senior staff are professional lawyers. The Office provides legal advice to the Speaker, the Parliamentary Commissioner for Standards and committees of the House, and also the Board of Management, the Corporate Officer and Departments of the House on matters such as commercial contracts, employment, health and safety and corporate law.

Other offices in the Department

The Director of Parliamentary Broadcasting is an Officer of the House, answerable to the Broadcasting Select Committee. The Supervisor is responsible for all aspects of the televising of the proceedings of the Chamber and Committees of the House and manages the *Broadcasting Unit*.

The Vote Office holds and issues official publications required for the conduct of business of the House. It also operates the Parliamentary Bookshop for the use of Parliamentary Agents and the public. To these traditional functions has been added a wider role in the management of the printing and publishing requirements of the House, including running an in-House printing unit.

The Parliamentary Office of Science and Technology (POST) became part of the House service in April 1993. The Supervisory Board is drawn from the membership of both Houses. The Office analyses issues of interest to both Houses on matters of science and technology.

Department of the Serjeant-at-Arms

This department (384 fte posts) has two main groups of functions: order, security and ceremonial; and housekeeping, works and communications. The order and security duties are primarily concerned with the maintenance of order in the Chamber, Galleries, Committee Rooms and in the Precincts of the House, and the control of admission or access to them. The

housekeeping duties include the allocation and booking of accommodation; cleaning of the House; attendance on Committee and other rooms; the supply of stationery, laundry and other stores.

The Parliamentary Works Directorate was set up on 1 April 1992 following the Ibbs report. Unlike its predecessor, the Parliamentary Works Office, the staff of the Directorate are staff of the House of Commons, not Department of the Environment civil servants. The PWD has on behalf of the House assumed full responsibility for the cleaning, maintenance, renewal, conservation etc. of the Parliamentary Estate, and for major new building projects. Responsibility for the parliamentary works budget has been transferred to the Commission.

The Parliamentary Communications Directorate manages the House's communication systems, including the Parliamentary Data and Video Network, telephone and division bells.

The Serjeant and his four Deputy and Assistant Serjeants divide supervisory responsibility for these functions among themselves. In addition to their immediate office staff, the Department comprises office keepers and attendants in various locations, part-time cleaners, and the Doorkeepers who supervise entry to the Chamber and the Galleries and provide a messenger service for Members. The Admission Order Office, which is responsible for issuing gallery tickets, is also part of the Serjeant's Department.

The Department of the Library

This Department (210 posts) is responsible for the management of the Members' Library and reading rooms in the Derby Gate Library; and for the provision of research, analysis and information services to the House of Commons. It is organised into the following areas:

Research service

The seven research sections deal with all in-depth enquiries put by Members, whether an answer is required orally or in writing. They also write briefing papers, for the use of Members, in connection with Bills and other topics of public and parliamentary interest. Research sections normally consist of five specialist researchers covering the subject area of the section, together with qualified librarians and executive, clerical and secretarial staff organising and maintaining the information resources of the section. Research staff send over 15,000 written replies a year to enquiries, while surveys indicate some 20,000 more enquiries are dealt with orally.

The seven sections are *Business and Transport* (transport, taxation, consumer affairs, financial services, employment, companies); *Home Affairs* (including local government, civil & criminal law, police, religion, arts, media, immigration, gambling, licensing); *Science and Environment* (Scientific and technology issues, the environment, energy, planning, medicine, agriculture); *Social Policy* (Health, social security, education, housing, personal social services); *Social and General Statistics* (Statistical research on all subjects except economic; British and international); *Economic Policy and Statistics* (Economy & economic statistics, including economic modelling, labour market statistics); *International Affairs and Defence* (UK foreign and defence policy, the history and politics of foreign countries and international relations, including the political and institutional aspects of the European Union)

Parliamentary and reference services

Reference and Reader Services

Answers quick reference enquiries, both general in nature and specialist parliamentary enquiries; administers book borrowing service for Members; provides cuttings and video recordings services. Maintains the Members' Library in the Palace of Westminster. Runs two libraries in the Derby Gate Building, mostly for the personal staff of Members.

Parliament and Constitution Centre

Set up in November 1999, the Centre coordinates the work of the Library in the areas of parliament and the constitution.

House of Commons Information Office

Answers 120,000 enquiries per annum from outside Parliament on the work of the House, publishes a range of documents most of which are also made available on the Internet at the Parliamentary web site www.parliament.uk/directories/hcio.cfm.

Parliamentary Education Unit

Provides a service for schools, teachers and young people, publishes a range of information including Education Sheets, posters and videos. Operates a website for young people at www.explore.parliament.uk.

Library Resources and Information Systems

POLIS Section

Creates and indexes for the POLIS (Parliamentary On Line Indexing service) database, prepares published indexes to *Hansard*, Parliamentary Papers and the *Sessional Index*.

Information Systems Section

Widespread use is made of computers and the Parliamentary network giving access to remote and internal databases and other information services. Advises on and procures information technology, equipment and services.

Library Resources Section

Deals with library acquisitions, cataloguing and classification of holdings and stock editing.

Department of Finance and Administration

This department (141 posts) has responsibility to provide an effective financial service and to advise on information technology to Members of Parliament and Departments of the House and provides a personnel service to the Departments of the House. Within the Department there are four main sections:

- *The Fees Office* deals with salaries, expenses and allowances for Members of Parliament and their staff. It submits draft Estimates and Public Expenditure Survey (PES) bids to the Treasury and acts as the secretariat to the Trustees of the Parliamentary Contributory Pension Fund and the Members' Fund.
- *The Finance Office* deals with the salaries and wages of the staff of the Departments of the House. It accounts for the House of Commons Administrative Services Vote and submits draft estimates and Public Expenditure Survey bids to the Finance and Services Committee and the House of Commons Commission.

- *The Establishments Office* assists all House Departments with personnel management and staff matters, including the application of employment and other relevant legislation. It also deals with staff pensions and has a special responsibility for relations and negotiations with the relevant trade unions (see section 3 below). It also includes the Internal Auditor, Staff Inspector, and Welfare Officer.
- *The Occupational Health, Safety and Welfare Unit* was launched in 1998-99 and is responsible for developing a coherent modern and safety risk management strategy in line with best practice.

Department of the Official Report

The Department of the Official Report (107 posts) is responsible for producing the verbatim report (Hansard) of the sittings of the House and its Standing Committees and the processing and printing of written answers. (Select Committee evidence sessions and Private Bill Committees are covered separately by a private firm.) (see **Factsheet G17**).

Refreshment Department

The Refreshment Department (305 posts, including 267 specialist catering posts) is responsible for the catering and refreshment service in the various dining rooms, cafeterias and bars provided for Members, staff and guests. Although the costs of the Department's staff are borne on the House's Administration Vote, its catering and ancillary activities are accounted for in a separate Trading Account, the surpluses on which are currently employed to offset relevant capital expenditure.

Speaker's Office

In addition to the six Departments there is the Speaker's Office (12 posts) headed by the Speaker's Secretary. The Office provides a direct secretarial and personal service to the Speaker in connection with official duties, which includes handling approaches and inquiries made to the Speaker by Members and others on a wide range of activities of the House. The Speaker's Secretary is a personal appointment made by the Speaker, and has recently generally been recruited from the senior ranks of the Civil Service. Included in the total complement of the Speaker's Office are the three Speaker's Counsel who provide legal advice in connection with a variety of House business (principally delegated legislation, European legislation and Private Bills).

Industrial Relations in the House

Though staff of the House are not Civil Servants, their pay and conditions are linked to those of the home Civil Service; and Civil Service unions and other national trade unions have members among House of Commons staff. These are: the Association of First Division Civil Servants (FDA), Prospect, the General Municipal and Boilermakers (GMB) and the Public and Commercial Services Union (PCS). During 1993/94 the six unions representing the former industrial staff of the Parliamentary Works Directorate were absorbed into the structure of the Trade Union Side as the Consortium of Craft Unions. Staff are free to join Unions or not as they choose: but a majority are in membership. The unions are formally recognised by the Commission.

The consultative machinery includes formal and informal meetings between union representatives and departmental management, and, on a house-wide scale, the House of

Commons Whitley Committee and its General Purposes sub-committee, at which Management and Unions meet to discuss matters of common concern. In the case of dispute, there is a Disputes Procedure Agreement, concluded between the Commission and Unions, which lays down a process of conciliation and offers, for major matters in the last resort, unilateral access to binding arbitration. Industrial relations in the House are normally conducted on a basis of co-operation rather than in an adversarial spirit.

Other Parliamentary Services

Many important services to Parliament are provided in ways and by organisations that fall outside the structure of the House of Commons Departments described in sections 1 and 2 of this paper.

Services provided on a Parliament-wide basis include telephones, the Post Office, with a sorting office and three counter service points (see Factsheet G20), and a Transport Office (travel agency) run by Thomas Cook Ltd. The Stationery Office Ltd (TSO), who currently deal with all Parliamentary printing and publishing, have a Liaison Office on the premises.

The UK branches of the Commonwealth Parliamentary Association (CPA) and the Inter-Parliamentary Union (IPU) have small, separate secretariats which service the British delegations to the plenary conferences of those two bodies, and organise seminars, meetings and other facilities for visiting parliamentarians from other member states around the world. These secretariats have their own separate budgets (not counted in the Table in section 6 below), negotiated annually with the Treasury.

Certain duties are shared with the House of Lords. For instance, the HL Record Office keeps the archives of both Houses. The Parliamentary Education Unit acts for both Houses. Staff Welfare is a joint service and a Library indexer is paid for by the Lords. There is a Joint Working Party of the HC and HL libraries and the HL Record Office. The Parliamentary Sound Archive Unit, formerly part of the House of Lords, became the Parliamentary Recording Unit when responsibility for it was transferred to the House of Commons in April 1992. The Information Architecture Support Unit was set up in September 2002 to develop and information structure for Parliament as a whole.

Security for the Palace of Westminster building as a whole is in the hands of a force of police and security officers from the Metropolitan Police. The Head of Security, who is a Chief Superintendent, is responsible to the two Houses for security matters, and liaises closely with the Serjeant at Arms and (for the Lords) Black Rod. The House of Commons and House of Lords make periodic block payments to the Metropolitan Police to cover their respective shares of the costs of the security force.

The Cost of Parliament

The House of Commons Information Office is often asked how much Parliament costs. This is a difficult sum to work out. The figure of £141.2 million given on page 2 refers to the House of Commons Administration Vote, but this of course is only one of a range of different sums that are spent on the functioning of the two Houses. A wider definition of expenditure on Parliament is given in Appendix A.

Appendix A

Expenditure on Parliament

2002/03 estimated cash requirement: £ thousand

House of Commons

Members' salaries etc (including allowances)	134,122
Administration and works: Total	140,067
<i>Speaker's Office</i>	684
<i>Clerk's Department (a)</i>	22,086
<i>Serjeant at Arms Department</i>	75,373
<i>Department of the Library</i>	9,452
<i>Department of Finance & Administration</i>	11,707
<i>Department of the Official Report</i>	7,495
<i>Refreshment Department</i>	5,952
<i>Broadcasting services</i>	1,534
<i>Office of the Clerk</i>	377
<i>Information Architecture Support Unit</i>	384
<i>Central Projects</i>	5,023
Grant in Aid: History of Parliament Trust	1,180
Total	275,369

House of Lords

Peers' expenses & Administration	39,643
Accommodation and works	17,765
Total	57,408

Overall total **332,777**

(a) Includes Parliamentary Office of Science and Technology

Source: Central Government Supply Estimates 2002-03 (HC 795 2001-02)
House of Commons Commission Annual Report 2001-02 (HC 1002 2001-02)
House of Lords Annual Report 2001-02 (HL 153 2001-02)

Other costs that may be attributed to Parliament include the salaries and allowances of the Speaker, Leader of the Opposition and opposition whips, which totaled £385,962 in 2000-01 [Consolidated Fund and National Loan Fund Supplementary Statements 2000-01, HC 381 2001-02].

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Parliamentary Education Unit
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London SW1A 2TT
Phone 020 7219 2105
Fax 020 7219 0818
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Parliament Square
London SW1A 2JX
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Fax 020 7219 3866
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Factsheet G15 The House of Commons Administration

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| 2. Too long | <input type="checkbox"/> | The right length | <input type="checkbox"/> | Too short | <input type="checkbox"/> |
| 3. Clear | <input type="checkbox"/> | Not always clear | <input type="checkbox"/> | Rather unclear | <input type="checkbox"/> |

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