

ADMINISTRATION COMMITTEE**Notes of discussion of the meeting held on 8 July 2025 at 10.00am in
Committee Room 20 [ND22]****Members present:**

Nick Smith (in the Chair)

Bob Blackman
Alex Barros-Curtis
Mary Glendon
Carolyn Harris

Navendu Mishra
Tessa Munt,
Kirsteen Sullivan

Apologies: Bambos Charalambous, Alberto Costa, Max Wilkinson

1) Informal note of the meeting of Tuesday 1 July

The Committee **agreed** the Informal Note of its meeting on 1 July.

2) Security Construction quarterly update

Dominic Forbes, Portfolio Director, Strategic Estates and Catherine Hallett, Portfolio Director, Parliamentary Security Department, briefed the Committee on current security projects nearing completion and due to commence.

Decision

Members **noted** the update.

3) Catering update – Draft Catering Transformation Strategy

Morgan Edwards, Director of Customer Experience briefed the Committee on the short term actions to deliver savings in catering, with the team being on track to meet their target. The Committee heard the draft high-level strategy was based on a number of assumptions, with more work to be done and reviewed throughout the process.

Decision

Members **noted** the contents of the Draft Catering Strategy and the profit and loss accounts and **discussed** the Strategy.

4) Retail – stock in the House of Commons shop [verbal update]

Diana Christou, Head of Retail and Buying briefed the Committee on plans for a 14-month trial of a shop in PCH near the top of the escalators which would operate from 10am-

6pm. It was hoped this would be a more convenient space to shop from and the team are keen to increase net sales. The Committee heard the shop would focus on key product lines, best sellers and a honed range of products.

The Committee will next meet on 15 July 2025 at 10.00am