

ADMINISTRATION COMMITTEE**Notes of discussion of the meeting held on 15 July 2025 at 10.00am in
Committee Room 19 [ND23]****Members present:**

Nick Smith (in the Chair)

Bob Blackman
Alex Barros-Curtis
Bambos Charalambous
Alberto Costa
Mary Glendon

Carolyn Harris
Navendu Mishra
Tessa Munt
Kirsteen Sullivan

Apologies: Max Wilkinson

1) Informal note of the meeting of Tuesday 8 July

The Committee **agreed** the Informal Note of its meeting on 8 July.

2) Update from the Trade Union Side President [verbal]

Ken Gall, Trade Union Side President, briefed the Committee on matters arising from the trade unions.

Decision

Members **noted** the update.

3) Supplementary paper – operational guidance for unsolicited mass emails

John Owen, Director of Strategic Business Resilience and Daniel Crutchfield, Head of Customer Experience, Digital Service, briefed the Committee on options to address mass campaign emails sent to Members

Decision

The Committee recommended an approach, with a review in 3 months' time.

The Committee will next meet on 2 September 2025 at 10.00am