

ADMINISTRATION COMMITTEE**Notes of Discussion of the meeting held on 16 September 2025 at
10.00am in Committee Room 5 [ND26]****Members present:**

Nick Smith (in the Chair)

Bob Blackman
Bambos Charalambous
Alberto Costa

Mary Glendon
Kirsteen Sullivan

Apologies: Alex Barros-Curtis, Carolyn Harris, Tessa Munt, Navendu Mishra, Max
Wilkinson

1) Informal note of the meeting of Tuesday 9 September

The Committee **agreed** the Informal Note of its meeting on 9 September.

2) Pass data review: follow up and extra pass approval process: update

Alison Giles, Director of Security, Alice Fairburn, Deputy Director of Security (Personnel Security), Peter Stam, Head of Access and Services, Serjeant at Arms and Jo Spiegelhalter, Project and Operations Manager, Governance Office, briefed the Committee on the management of passes. The Committee heard the trial process for approving extra staff passes had worked well but issues remained in acquiring suitable constituency office space, impacting day pass usage and requiring further discussions with affected Members and IPSA going forward.

Decision

Members **agreed** to a series of recommendations to the pass process.

Members **asked** for the team to return in January 2026 to present further data.

Members **agreed** the approval process for extra staff pass requests.

3) Security Construction Programme Works: update

Alison Giles, Director of Security, Domnic Forbes, Portfolio Director, Strategic Estates and Ian Jones, Senior Project Leader, Strategic Estates, briefed the Committee on progress and activities since the last update.

Decision

Members **noted** the updates.

4) Member Mail Forwarding Service

Dominic Bransden, Director of Accommodation and Facilities, briefed the Committee on a range of options to reduce the cost of the Member mail forwarding service.

Decision

Members **agreed** an option to reduce the frequency of forwarding, with an amendment made to ensure flexibility to the service during summer recess and dissolution.

5) General Election Planning Inquiry: Terms of Reference**Decision**

Members **agreed** the General Election Planning Inquiry Terms of Reference.

The Committee will next meet on 14 October 2025 at 10.00am