

ADMINISTRATION COMMITTEE**Notes of Discussion of the meeting held on 9 September 2025 at 10.00am
in Committee Room 5 [ND25]****Members present:**

Nick Smith (in the Chair)

Bambos Charalambous
Mary Glindon

Carolyn Harris
Navendu Mishra
Kirsteen Sullivan

Apologies: Alex Barros-Curtis, Bob Blackman, Alberto Costa, Tessa Munt, Max Wilkinson

1) Informal note of the meeting of Tuesday 2 September

The Committee **agreed** the Informal Note of its meeting on 2 September.

2) Restoration and Renewal (R&R) Programme: Temporary accommodation proposals under the EMI option

Charlotte Simmonds, Managing Director, R&R Client Team and Chris Elliot, Managing Director, Strategic Estates, briefed the Committee on temporary accommodation proposals under EMI and EMI plus options. Key aspects of the approaches were highlighted, including the difference in zonal approaches and percentage of people being decanted at any one time and the length of time for each approach and Commons Chamber location during the options.

Decision

Members **advised** on the early EMI proposals and **asked** for further discussions at a future meeting on the options.

3) Improving the physical and digital management of the Heritage Collections – the Collection Management System (CMS) and Interim Storage Consolidation Project

Emma Coburn, Heritage Lead for Programming Resourcing and Risk, Strategic Estates, Vicky Carroll, Assistant Director (Business Strategy and Operations) and Chris Elliott, Managing Director, Strategic Estates briefed the Committee on plans to introduce a new Collection Management System and the project to consolidate the three interim storage solutions for the heritage collection into one offsite storage facility.

Decision

Members **noted** the update.

The Committee will next meet on 16 September 2025 at 10.00am