

**ADMINISTRATION COMMITTEE
JOINT MEETING WITH THE HOUSE OF LORDS SERVICES
COMMITTEE**

**Notes of Discussion of the meeting held on 4 November 2025 at 15.30pm
in Committee Room 4A [ND29]**

Sections in *italics* are not for publication.

Members present:

Nick Smith (in the Chair)

Alex Barros-Curtis	Carolyn Harris
Bob Blackman	Navendu Mishra
Bambos Charalambous	Tessa Munt
Alberto Costa	Kirsteen Sullivan
Mary Glendon	
Lord McLoughlin (Lords Chair)	Lord Kinnoull
Baroness Wheeler	Lord Hogan Howe
Baroness Williams of Trafford	Baroness Hussein-Ece
Lord Stoneham of Droxford	Lord Faulkner of Worcester
	Baroness Wilcox of Newport

Apologies: Max Wilkinson, Baroness Stedman Scott

1) Bicameral Services and future meetings

The Chair welcomed Members of both Committees to the first joint meeting and heard Members were keen to meet jointly again in future. Members raised a number of items for consideration for future business including joint working on filming and photography rules, and communication of current rules and wider points on service delivery across the Houses.

Decision

Members **agreed** to future meeting dates.

Members **agreed** areas of interest for future meetings.

Members **agreed** that the Chair when the two Committees met together would rotate between the two Committees, on this occasion Nick Smith MP chaired the meeting.

2) Inside UK Parliament Tours

Abbie Fox-Smith, Director of Visitor Experience, briefed the Committee on the proposed changes to the Inside UK Parliament (IUKP) tour model which would increase capacity for

non-school groups and change the booking processes for IUKP tours for school groups and adults. The changes would also ensure appropriate safeguarding measures was in place and moving the support for these to the education team. Members heard proposals to move Members and Peers bookings in line with the current Big Ben tours approach and an increased offering of Thursday evening booked tours, with Members asking for the proposed changes to be reviewed after a year.

Decision

Members **agreed** to the new operating model for IUKP tours, IUKP tours for school groups and IUKP tours for adults, with the Committees asking for a note at a future meeting updating on progress.

3) The work of the Participation team

Matt Ringer, Director of Participation, briefed the Committee on the current work of the Participation team, including work to find alternate interim and permanent space solutions for the education centre.

Decision

Members **noted** the update.

4) Digital Forward Look

Andy Smith, Chief Information Officer and Managing Director, Parliamentary Digital Service, and Sam Sergeant, Head of Insights, briefed the Committee on the Digital Forward Look and the department's deliverable for the next quarter across a range of products. PDS continued to try and understand Members needs and continued to welcome feedback on the product offering and delivery of current services.

Decision

Members **noted** the update.

**The Administration Committee will next meet on 11 November 2025 at
10.00am**

The next joint meeting will be held on Tuesday 3rd February 2026, time TBC.