

ADMINISTRATION COMMITTEE**Notes of Discussion of the meeting held on 11 November at 10.00am in
Committee Room 6 [ND30]****Members present:**

Nick Smith (in the Chair)

Alex Barros-Curtis

Bob Blackman

Apologies: Bambos Charalambous, Alberto Costa,
Mary Glendon, Carolyn Harris, Navendu Mishra, Tessa Munt,
Kirsteen Sullivan, Max Wilkinson

1) Informal notes of the meetings of Tuesday 28 October and Tuesday 4 November

The Committee **agreed** the Informal Notes of its meetings on 28 October and 4 November.

Members also noted the good work done introducing the new trial House of Commons shop in PCH.

2) PSD/SAA resourcing

Alison Giles, Director of Security for Parliament and Peter Stam, Head of Security and Access Hub, briefed the Committee on resourcing and proposals to amend in certain areas.

Decision

Members **noted** the update.

3) Media Passes: Approval criteria and duration before reapplication

Peter Stam, Head of Security and Access Hub and Alasdair Rendall, Deputy Director of Communications, briefed the Committee on the current media pass approval process and applied criteria.

Decision

Members **endorsed** the amended process and criteria

4) Parliamentary annunciator update

Allan Trendell, Principal Communication and Controls Engineer, Strategic Estates and Siôn Hamilton, Head of Engagement, Strategic Estates, briefed by the Committee on the planned upgrade to the annunciator system, resulting in the need for Members to retune TVs in their offices. The Committee heard the team will work over Christmas recess to retune TVs in public spaces and in accessible offices and had multiple options planned to communicate what was needed from Members, with a dedicated team on hand to resolve any issues.

Decision

Members **advised** on appropriate support and communications for the planned upgrade works.

The Committee will next meet on 18 November 2025 at 10.00am