

ADMINISTRATION COMMITTEE**Notes of Discussion of the meeting held on 25 November at 10.00am in
the Committee Room 5 [ND32]****Members present:**

Nick Smith (in the Chair)

Alex Barros-Curtis
Bob Blackman
Bambos Charalambous

Mary Glendon
Tessa Munt
Kirsteen Sullivan

Apologies: Alberto Costa, Carolyn Harris, Navendu Mishra, Max Wilkinson

1) Informal note of the meeting of Tuesday 18 November

The Committee **agreed** the Informal Note of its meeting on 18 November.

2) PCH Lifecycle Project

Elle Smith, SRO, Strategic Estates and Marc Turner, Senior Project Leader, Strategic Estates, briefed the Committee on the upcoming project.

Decision

Members **noted** the update and **asked** for an update on PCH atrium roof.

3) Update on future maintenance contract and service standards

Mark Ryce, Director of Parliamentary Maintenance Services Team and Andy Doherty, Deputy Director, Maintenance Operations, briefed the Committee on the ongoing development of the maintenance programme, staffing and service model.

Decision

Members **noted** the update and **provided feedback** on the proposals.

4) RAAC update

Dominic Bransden, Director of Accommodation and Facilities, briefed the Committee on RAAC mitigation and associated works.

Decision

Members **noted** the update and **agreed** to the pilot phase of works.

Members **asked** for a further update on office decant options.

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