

ADMINISTRATION COMMITTEE**Notes of Discussion of the meeting held on 9 December at 10.00am in the
Committee Room 5 [ND34]****Members present:**

Nick Smith (in the Chair)

Alex Barros-Curtis
Bob Blackman

Carolyn Harris
Mary Glendon
Tessa Munt

Apologies: Bambos Charalambous, Alberto Costa, Navendu Mishra, Kirsteen Sullivan, Max Wilkinson

1) Informal note of the meeting of Tuesday 2 December

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

2) Security Construction – Quarterly Update

Alison Giles, Director of Security for Parliament, Catherine Hallett, Portfolio Director, Parliamentary Security Department, Dominic Forbes, Portfolio Director, Strategic Estates and Sarah Kears-Burke, Head of Portfolio Engagement, briefed the Committee on current security construction projects.

Members **noted** the update and **asked** for a further paper on ongoing projects.

3) Hard copy newspaper provision - update

Dominic Bransden, Director of Accommodation and Facilities, briefed the Committee on survey work that had been undertaken to review usage patterns across different areas, outlining proposals to adjust the distribution of publications in order to better align provision with need and deliver cost efficiencies. The Committee was broadly supportive of efforts to reduce duplication and manage costs while continuing to ensure access to key titles

Members **endorsed** the proposal and **asked** for further work to be done on surveying provision in other areas.

4) Any other business

Members **noted** the Parliamentary Annunciator – planned upgrade update paper.

Members **noted** the Mobile app commissioning paper.

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