

ADMINISTRATION COMMITTEE**Notes of Discussion of the meeting held on 16 December at 10.00am in
the Committee Room 5 [ND35]****Members present:**

Nick Smith (in the Chair)

Alex Barros-Curtis
Bob Blackman
Bambos Charalambous

Carolyn Harris
Mary Glendon
Tessa Munt

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

1) Informal note of the meeting of Tuesday 9 December

The Committee **agreed** the Informal Note of its meeting on 9 December.

2) Savings and Improvement Programme - Update

Vicky Rock, Managing Director, Finance, Portfolio and Performance and Julie Tague, Savings and Improvement Programme Director, briefed the Committee on the Savings and Improvement Programme, including its objectives, progress to date, and plans for engagement with Members and staff. The Committee heard the programme builds on previous work to improve financial management and aims to deliver savings, while maintaining services to Members. It was noted that the organisation is now in a stronger position to manage expenditure and budgeting, with improved processes in place. The team highlighted that the three-year programme seeks to align with the House strategy, identify opportunities for efficiency, and reinvest savings into priority areas such as digital modernisation, security, and customer experience. Members were informed that proposals will continue to evolve, with active horizon scanning and engagement planned throughout the programme.

Action

Members **noted** the update.

3) Security Clearance

Alice Fairbairn, Deputy Director of Security (Personnel), briefed the Committee

Action

Members **endorsed** the recommended change.

4) Temporary replacement passes

Alice Fairbairn, Deputy Director of Security (Personnel), briefed the Committee on proposed changes to the process for issuing temporary or replacement passes to Members.

Action

Members **endorsed** the proposed new process.

5) Any other business

A Member commended the new PCH shop for its excellent staff and offering and praised the Christmas Fayre in Westminster Hall as a fantastic addition.

The Committee discussed outstanding actions on their action tracker and asked for teams to be given firm deadlines on returning information, especially where answers can be provided in short form on the tracker or to the Committee Chair.

The Committee will next meet on 13 January 2026 at 10.00am