

ADMINISTRATION COMMITTEE**Notes of Discussion of the meeting held on 20 January at 10.00am in the
Committee Room 5 [ND37]****Members present:**

Nick Smith (in the Chair)

Bob Blackman
Bambos Charalambous
Marie Goldman
Mary Glendon

Navendu Mishra
Tessa Munt
Kirsteen Sullivan

Apologies: Alex Barros-Curtis, Alberto Costa, Carolyn Harris

1) Informal note of the meeting of Tuesday 13 January

The Committee **agreed** the Informal Note of its meeting on 13 January.

2) Estate functions implementation plan

Hannah Bryce, Director of Delivery, Office of the Executive and James Whittle, Chief of Staff, House of Lords, briefed the Committee on the estate functions implementation plan, noting the significant challenges previously experienced within Strategic Estates. The Committee also heard the intention behind the proposed model was to adopt a more holistic parliamentary-wide approach to estate functions, with a sponsor working closely across maintenance teams, Lords representatives, and other key areas such as CESD, with the approach aimed to ensure that Members' views were integrated at the earliest stages of project development and that the organisation became more responsive to user needs.

Action

Members **noted** the update and **provided feedback**, with further detail on the proposals to be brought back to the Committee as the model develops.

3) Fees and charges in catering: cafes, restaurants and bars

Morgan Edwards, Director of Customer Experience and Service Delivery, briefed the Committee on proposals for fees and charges across cafés, restaurants, and bars, including an overall price increase of 8% across all products. The Committee heard that benchmarking against comparable organisations and inflation pressures indicated that the proposed uplift would help close part of the financial gap while keeping prices defensible. The team highlighted particular attention given to the impact on lower-paid staff, with several core items protected and value lines retained to ensure affordable options remained available.

Action

Members **agreed** the proposals for recommendation to the Commission.

4) Any other business

Members raised a number of issues under other business.

The Committee will next meet on 27 January 2026 at 10.00am