

ADMINISTRATION COMMITTEE**Notes of Discussion of the meeting held on 17 March at 10.00am in
Committee Room 8****Members present:**

Nick Smith (in the Chair)

Alex Barros-Curtis	Carolyn Harris
Bob Blackman	Navendu Mishra
Bambos Charalambous	Tessa Munt
Marie Goldman	Kirsteen Sullivan
Mary Glindon	

Apologies: Alberto Costa

1) Informal note of the meeting of Tuesday 10 March

The Committee **agreed** the Informal Note of its meeting on 10 March.

2) Security Construction – Quarterly Update

David Leach-Thomas, Portfolio Director, Strategic Estates, Gabija Bingelyte, Assistant Director, Strategic Estates, Simon Hankins, Deputy Director, Security and Fire Operations, PSD and Sarah Kears-Burke, Head of Portfolio Engagement, PSD, briefed the Committee on their quarterly update on security construction Projects.

Action

Members **noted** the update and **provided feedback** on project design.

3) Former MPs passes – update

Peter Stam, Head of Security and Access Hub, briefed the Committee on the proposed approach to former MPs passes, with strengthened communication with former Members and reiterated existing rules.

Action

Members **endorsed** the approach.

4) Norman Shaw North works and crane removal

Grant Hill-Cawthorne, Managing Director of Research and Information and SRO and Carolina Filippini, Portfolio Director, SE, briefed the Committee on the planned dismantling of the crane at Norman Shaw North to enable progress on subsequent phases of the project. The Committee requested that all affected offices receive timely updates confirming whether the crane removal is proceeding or has been delayed. Early notification will help manage expectations and minimise disruption.

Action

Members took note of the update.

5) Any other Business

Members discussed a number of items under any other Business.

The Committee will next meet on 24 March 2026 at 10.00am