

ADMINISTRATION COMMITTEE**Notes of Discussion of the meeting held on 21 April at 10.00am in
Committee Room 5 [ND46]****Members present:**

Nick Smith (in the Chair)

Alex Barros-Curtis
Bob Blackman
Bambos Charalambous
Marie Goldman

Mary Glendon
Kirsteen Sullivan

Apologies: Alberto Costa, Carolyn Harris, Navendu Mishra, Tessa Munt

1) Informal note of the meeting of Tuesday 24 March

The Committee **agreed** the Informal Note of its meeting on 24 March.

The Chair thanked Members for completing the recent effectiveness review survey, referring to one of the recommendations which is for the Chair or clerk to update the Committee on actions since the last meeting.

The Chair highlighted all maintenance issues raised since the last meeting had been actioned and closed. The Chair advised Members of a useful update meeting with maintenance senior leaders, where assurance was given that Members' concerns were being actioned, with the Chair passing on his thanks for the teams' continued work.

Members passed on their thanks to staff in catering venues, who had been extremely helpful and supportive during a period of transition to new till software.

2) PDS update: Members' digital office

Andy Smith, Managing Director, PDS and Chief Information Officer and James Rhys, Managing Director, Select Committee Team, briefed the Committee on proposals for a Members' Digital Office (MDO), including emerging findings from ongoing research into Members' digital needs and the pressures facing constituency offices. Members discussed the proposal for MDO in the context of significant growth in the volume and complexity of correspondence.

Action

Members **noted** the update.

2) PDS update: telephone pilot, constituency telephony and M365 Copilot

Andy Smith, Managing Director and Chief Information Officer, PDS and Richard Yeboah, Head of Value Stream Portfolio, briefed the Committee on the telephone pilot, future constituency telephony offer and scaling up of M365 Copilot, including links to the wider Members' Digital Office (MDO) work. Members heard that Copilot presents clear opportunities but remains expensive to scale and raises important considerations around access to sensitive information with the work on telephony positioned as part of a broader ambition to provide a more seamless, boundary-less digital offer and to modernise telephone solutions for Members.

Action

Members **noted** the update and **advised** on Members that should be invited to participate in the early adoption phase.

4) Health and Wellbeing Hub

Christine Evans, Director of Project Delivery, Strategic Estates, Michael Crotty, Senior Project Leader, Strategic Estates, and Josie Lazenby, Head of Parliamentary Health and Wellbeing, briefed the Committee on proposals for a new Health and Wellbeing Hub, including the case for bringing welfare services together into a permanent, central location on the Estate, the anticipated benefits of the programme, and the potential impacts of the works on Members. The Committee heard that the current dispersal of health and wellbeing services across multiple locations creates confusion for users and inefficiency in delivery, and the intention is to locate the Hub in a more suitable, accessible area of the Estate that works well for all users. Members noted that this project had been discussed previously as part of the Health and Wellbeing inquiry and welcomed the longer-term ambition to create a more coherent and visible offer.

Action

Members **noted** the update.

5) Administration Committee Effectiveness Review: initial findings

Jo Spiegelhalter, Project and Operations Manager, briefed the Committee on the findings and recommendations from the effectiveness review.

Action

Members **agreed** to the recommendations.

The Committee will next meet on 28 April 2026 at 10.00am