

House of Commons Administration Estimate Audit and Risk Assurance Committees

AC.2022.A.01

AGENDA

Thursday 27th January 2022
2pm, CEB Meeting Room, PCH

1. Matters to be raised before officials invited in [1.45pm]

At 2.00pm Officials to be invited in

2. Minutes, matters arising and interests [2.05pm]

AC.2021.M.04 Minutes from 28/02/

AC.2022.F.01 Forward Programme

Members will be asked to declare any relevant interests

3. New House Service Strategy paper [2.10pm]

Consideration of paper – Strategy paper (AC.2022.P.01)

Matthew Hamlyn, Strategic Director, Chamber Business Team, and Emily Baldock, Director of Strategy and Business Planning, will speak to this item

4. Finance Review update [2.25pm]

Verbal update from Marianne Cwynarski, Director General (Operations)

5. NAO update [2.35pm]

*Consideration of the paper – Administration Audit Planning report (AC.2022.P.02)
Members Audit Planning report (AC.2022.P.03)*

Liz Fox, National Audit Office, will speak to this item

6. Finance Update [2.45pm]

Consideration of the paper – Indicative timetable for the Annual Reports and Accounts (AC.2022.P.04)

Mostaque Ahmed, Managing Director of Finance, Portfolio, and Performance, will speak to this item

7. Top risks and update on approach [2.50pm]

*Consideration of – Top Risks and mitigations (AC.2022.P.05)
Update on Risk Management Framework (AC.2021.P.06)*

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John Owen, Director of Strategic Business Resilience, and Mary Savvides, Corporate Risk Management Facilitator will speak to these items

8. Internal Audit progress report

[3.10pm]

Consideration of paper – Internal Audit Update Report (AC.2022.P.07)

Richard Stammers, Head of Internal Audit and Risk Management, will speak to this item

9. Limited audit on Stock Control and Asset Storage (Contemporary Items and Historic Collections)

[3.25pm]

Consideration of paper – Internal Audit on Stock Control and Asset Storage (Contemporary Items and Historic Collections) (AC.2022.P.08)

Richard Stammers, Head of Internal Audit and Risk Management, and James Turner, Director of Customer Experience and Service Delivery, will speak to this item

10. In-House Services and Estates Action Plan update

[3.35pm]

Consideration of paper – Update on the In-House Services and Estates Action Plan (AC.2022.P.09)

Isabel Coman, Managing Director of In-House Services and Estates, and Catherine Hallett, Director of IHSE Portfolio Management Office, will speak to this item

11. Report from the Committee

[3.50pm]

The Committee will be asked whether the Chair should report any issues to the Commission, and whether the Accounting Officer should report any issues to the Commons Executive Board

12. AOB

[3.55pm]

Take note papers:

Sponsor Body R&R Quarterly Report Q2 (AC.2022.TN.01)

Audit Committee Update to the Commission Oct 2021 (AC.2022.TN.02)

Hannah Bryce
Secretary to the Audit Committees

20 January 2022

Date of next meeting: 28th March 2022

Date of next joint meeting: TBA