



AUDIT COMMITTEE

Thursday 30 April 2020 at 16:30 via Microsoft Teams

Agenda

- 1. Declaration of interests for the meeting on 30 April 2020**
Members are invited to declare any relevant interest in the context of the matters under discussion at the meeting
- 2. Matters arising from the minutes of the meeting on 6 February 2020** **AC/2020/18**
Memorandum by the Chair
- 3. Updates from Commission meetings** **Oral update**
Oral update from the Chair
- 4. National Audit Office – Interim Audit Update Report** **AC/2020/19**
Memorandum from the NAO
- 5. Outstanding audit recommendations** **AC/2020/20**
Memorandum from the Head of Internal Audit
- 6. Progress against the Internal Audit plan for 2019/20 and proposed plan for 2020/21** **AC/2020/21**
Memorandum from the Head of Internal Audit
- 7. Draft Audit Committee Annual Report** **AC/2020/22**
Memorandum by the Chair
- 8. Draft Audit Committee progress report to the House of Lords Commission** **AC/2020/23**
Memorandum by the Chair

RISK

- 9. Corporate Risk Report** **AC/2020/24**
Memorandum from the Reading Clerk

INTERNAL AUDIT REPORTS: FOR DISCUSSION

- 10. CRS Retail Operations – Limited Assurance** **AC/2020/25**
Memorandum from the Head of Internal Audit
- 11. Business Continuity – Substantial Assurance** **AC/2020/26**
Memorandum from the Head of Internal Audit

12. Assurance Arrangements for R&R Workstream I – Moderate Assurance **AC/2020/27**
Memorandum from the Head of Internal Audit

13. Mandatory Training – Follow Up **AC/2020/28**
Memorandum by the Head of Internal Audit

INTERNAL AUDIT REPORTS: FOR INFORMATION

14. GDPR – Moderate Assurance **AC/2020/29**
Memorandum from the Head of Internal Audit

15. Shared Service Cost Sharing – Moderate Assurance **AC/2020/30**
Memorandum from the Head of Internal Audit

16. Members' Mobile Phones – Moderate Assurance **AC/2020/31**
Memorandum from the Head of Internal Audit

17. NEP Risk Management Arrangements – Substantial Assurance **AC/2020/32**
Memorandum from the Head of Internal Audit

18. Skype for Business Programme – Moderate Assurance **AC/2020/33**
Memorandum from the Head of Internal Audit

19. Parliamentary Maintenance Service Team – Follow up **AC/2020/34**
Memorandum from the Head of Internal Audit

OTHER PAPERS FOR INFORMATION

20. R&R Q3 Report **AC/2020/35**
Quarterly progress report from the R&R shadow Sponsor Body to the House of Lords Commission

21. Any Other Business

22. Meeting in private with the Finance Director

FOR INFORMATION

Attached are the agendas for the following meetings of the Management Board and the House of Lords Commission. Any member wishing to receive the minutes of any of the below meetings should contact the Clerk to the Audit Committee.

- **Management Board**
7 February 2020, 26 February 2020, 13 March 2020, 18 March 2020, 1 April 2020, 24 April 2020
- **House of Lords Commission:**
12 February 2020, 9 March 2020

Forward plan

22 June 2020		• Accounts read-through
6 July 2020	House of Lords Audit Committee	• Annual report and accounts • Annual assurance statement • Annual fraud statement • Audit completion report

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