AUDIT COMMITTEE

Monday 6 July 2020 at 16:15, via Microsoft Teams

Agenda

1. **Meeting in private with the NAO**

2. **Declaration of interests for the meeting on 6 July 2020**
   Members are invited to declare any relevant interest in the context of the matters under discussion at the meeting

3. **Matters arising from the minutes of the meeting on 30 April 2020** — **AC/2020/36**
   Memorandum by the Chair

4. **Updates from the Commission meetings in May and June** — **Oral update**
   Oral update from the Chair

RISK

5. **Corporate Risk Update** — **AC/2020/37**
   Memorandum from the Reading Clerk

INTERNAL AUDIT REPORTS

6. **Corporate Risk Management Arrangements** — **AC/2020/38**
   MODERATE ASSURANCE
   Memorandum from the Head of Internal Audit

7. **Financial Support to Members 2019-20** — **AC/2020/39**
   SUBSTANTIAL ASSURANCE
   Memorandum from the Head of Internal Audit

8. **Review of Management and Control of HR Data** — **AC/2020/40**
   LIMITED ASSURANCE
   Memorandum from the Head of Internal Audit

9. **Outstanding Audit Recommendations** — **AC/2020/41**
   Memorandum from the Head of Internal Audit

10. **Analysis of Internal Audit Recommendations** — **AC/2020/42**
    Memorandum from the Head of Internal Audit

ANNUAL REPORTS AND RESOURCE ACCOUNTS

11.	**Draft Annual Report and Resource Accounts 2019-20** Memorandum and presentation by the Head of Finance	**AC/2020/43 – To Follow**
	Draft Audit Committee Annual Report 2019-20	**AC/2020/44 – To Follow**
12.	**Annual Assurance for the 2019-20 Financial Year** Memorandum from the Head of Internal Audit	**AC/2020/45**
13.	**Fraud: Annual Update 2020** Memorandum by the Head of Internal Audit	**AC/2020/46**
14.	**Audit Completion Report** Memorandum by the NAO	**AC/2020/47 – To Follow**
15.	**Note to the Commission on the Annual Report** Memorandum by the Chair	**AC/2020/48 – To Follow**

INTERNAL AUDIT REPORTS: FOR INFORMATION

16.	**Review of the Management of Debtors** **MODERATE ASSURANCE** Memorandum from the Head of Internal Audit	**AC/2020/49**
17.	**Use of Consultants** **MODERATE ASSURANCE** Memorandum from the Head of Internal Audit	**AC/2020/50**
18.	**Staff Induction Processes** **MODERATE ASSURANCE** Memorandum from the Head of Internal Audit	**AC/2020/51**
19.	**Implementation of the Annual Pay Award** **SUBSTANTIAL ASSURANCE** Memorandum from the Head of Internal Audit	**AC/2020/52**
20.	**Any Other Business**	

FOR INFORMATION

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

- **Management Board:**
  05 May 2020, 19 June 2020, 24 June 2020

- **House of Lords Commission:**
  27 April 2020, 07 May 2020, 22 May 2020, 08 June 2020, 22 June 2020, 26 June 2020

<u>Forward plan</u>

14 July	Joint Audit Committee meeting	R&R report (NAO) Contract management Cyber/Information Security
October (date TBC)	HoL Audit Committee	Update on Internal Audit Plan Reflections on business continuity in the light of Covid-19

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