



AUDIT COMMITTEE

Thursday 6 February 2020 at 14:00 in Committee Room 3

Agenda

1. Declaration of interests for the meeting on 6 February 2020 <i>Members are invited to declare any relevant interest in the context of the matters under discussion at the meeting</i>	
2. Matters arising from the minutes of the meeting on 28 October 2019 Memorandum by the Chair	AC/2020/01
3. Updates from the Commission meeting on 22 January 2020 Oral update from the Chair	Oral update
4. Update from meeting with Director of General of the House of Commons concerning the merger of Strategic Estates and In-House Services Oral update from the Chair	Oral update
5. Committee Self-Assessment Memorandum by the Chair	AC/2020/02
6. IAG Quarterly Update Memorandum by the Director of Facilities	AC/2020/03
7. R&R Q2 Update Quarterly progress report from the R&R shadow Sponsor Body to the House of Lords Commission	AC/2020/04
EXTERNAL AUDIT: FOR DISCUSSION	
8. NAO Management letter Memorandum by the NAO	AC/2020/05
INTERNAL AUDIT: FOR DISCUSSION	
9. External Review of Internal Audit Memorandum by the Clerk of the Parliaments	AC/2020/06
10. Update on the Internal Audit Plan Memorandum by the Head of Internal Audit	AC/2020/07
11. Cyber Security Strategic Planning – MODERATE ASSURANCE Memorandum from the Head of Internal Audit	AC/2020/08
12. Outstanding Audit Recommendations Memorandum by the Head of Internal Audit	AC/2020/09
PAPERS FOR INFORMATION	

13. Archive Storage Arrangements – Follow up Memorandum by the Head of Internal Audit	AC/2020/10
14. Office Level Contract Management – Follow up Memorandum by the Head of Internal Audit	AC/2020/11
15. CRS Gratuities and Christmas Funds – Follow up Memorandum by the Head of Internal Audit	AC/2020/12
16. Devolved Budget Holding – Follow up Memorandum by the Head of Internal Audit	AC/2020/13
17. Staff Security Clearance – Follow up Memorandum by the Head of Internal Audit	AC/2020/14
18. EU Liaison (NPRP) Post – Follow up Memorandum by the Head of Internal Audit	AC/2020/15
19. External Mail Screening – Follow up Memorandum by the Head of Internal Audit	AC/2020/16
20. NAO Quarterly Update Memorandum by the NAO	AC/2020/17
21. Any Other Business	
22. Meeting in private with the Head of Internal Audit	

FOR INFORMATION

Attached are the agendas 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:**
30 October 2019, 15 November 2019, 27 November 2019, 12 December 2019, 29 January 2020
- **House of Lords Commission:**
22 January 2020
- **House of Commons Audit Committee:**
15 January 2020

Forward plan

30 April 2020	House of Lords Audit Committee	- Corporate Risk Report - 2020/21 Audit Plan - Corporate risk report - Draft Audit Committee Annual Report - National Audit Office – interim audit update report - Quarterly R&R Report
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 - Schedule of audit reports / meetings 2018/19 - Draft progress report to the Commission

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