



AUDIT AND RISK ASSURANCE COMMITTEE

Tuesday 30th January 2024 at 15.00-17.30

Hybrid meeting in Committee Room 2A and via Microsoft Teams

Agenda

1. Declaration of interests for the meeting on 30 January 2024 <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 26 October 2023 Memorandum by the Chair	ARAC/2024/01
3. Updates from Commission meetings Oral update from the Chair	Oral update
4. Corporate Risk Register: December 2023 Memorandum from the Chief Operating Officer	ARAC/2023/02
INTERNAL AUDIT REPORTS: FOR DISCUSSION	
5. Outstanding Management Actions Memorandum from the Head of Internal Audit	ARAC/2024/03
6. Special Police Services Agreement – Limited Assurance Memorandum from the Head of Internal Audit	ARAC/2024/04
7. Fire Safety – Limited Assurance Memorandum from the Head of Internal Audit	ARAC/2024/05
8. Contract Life Cycle Management – Limited Assurance Memorandum from the Head of Internal Audit	ARAC/2024/06
9. PDS Key IT Controls – Business Continuity Planning (HoC Report) – Limited Assurance Memorandum from the Head of Internal Audit	ARAC/2024/07
10. Staff Grievance Procedures – Moderate Assurance Memorandum from the Head of Internal Audit	ARAC/2024/08
11. Management of the Risk of Fraud: Interim Follow-up Report Memorandum from the Head of Internal Audit	ARAC/2024/09

INTERNAL AUDIT REPORTS: FOR INFORMATION	
12. Accounts Receivable (Debtors) - Substantial Assurance Memorandum from the Head of Internal Audit	ARAC/2024/10
13. Independent Review of Financial Management (IRFM) Implementation Programme (HoC report) – Moderate Assurance Memorandum from the Head of Internal Audit	ARAC/2024/11
14. Cash Handling within the House of Lords Administration - Moderate Assurance Memorandum from the Head of Internal Audit	ARAC/2024/12
AUDIT AND RISK ASSURANCE COMMITTEE DISCUSSIONS	
15. NAO Audit Planning Report Memorandum from the National Audit Office	ARAC/2024/13
16. Audit and Risk Assurance Committee Self-Assessment Memorandum from the Chair	ARAC/2024/14
17. Any Other Business	
18. Meeting in private with Clerk of the Parliaments	
FOR INFORMATION <i>Attached are the <u>agendas</u> 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 and Risk Assurance Committee.</i>	
Management Board: November 2023, December 2023, January 2024	
House of Lords Commission: December 2023	

Cynthujaa Satchi
Clerk, Audit and Risk Assurance Committee
satchic@parliament.uk
020 7219 1696