



AUDIT AND RISK ASSURANCE COMMITTEE

Tuesday 30th April 2024 at 15.00-17.15

Hybrid meeting in Committee Room 2A and via Microsoft Teams

Agenda

AUDIT AND RISK ASSURANCE UPDATE AND DISCUSSION **15.00 – 15.50**

1. Declaration of interests for the meeting on 30 January 2024

No paper

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 30 January 2024

ARAC/2024/14

Memorandum by the Chair

The Committee is invited to:

- Agree to the minutes of the previous meeting on 30 January 2024
- Note progress of actions

3. Update from the Chair

No paper

Oral update from the Chair

4. Updates from the Accounting Officer

No paper

Oral update from the Accounting Officer

Mathew Chandler (Director of Facilities and Estates) and John Bradbury (Head of Fire Safety) will be in attendance.

5. Corporate Risk Register: April 2024

ARAC/2024/15

Memorandum from the Chief Operating Officer

Stephanie Armstrong (Risk and Assurance Manager) will be in attendance.

The Committee is invited to:

- Agree to the revised residual impact score of 3 (from 4) for the Human Resources risk.

6. Progress against the Internal Audit plan for 2023/24 and proposed plan for 2024/25**ARAC/2024/16***Memorandum from the Head of Internal Audit*

The Committee is invited to:

- Note progress during 2023-24, including in-year adjustments approved by the Committee and Accounting Officer(s), to agree the audit plan for the current year, and to advise the Accounting Officer accordingly.
- Note:
 - The two provisional adjustments to the plan for 2023-24 since the last update in the autumn.
 - The latest position in respect of the 2023-24 annual opinion.
 - The suggested forward IA programme for 2025-26 and 2026-27.

7. Outstanding Management Actions**ARAC/2024/17***Memorandum from the Head of Internal Audit*

The Committee is invited to:

- Note the current position for management actions

8. Information Security (HoC IA) – Limited Assurance**ARAC/2024/18***Memorandum from the Head of Internal Audit*

Dan Cook (Interim Director of PDS) and Mark Lyons (Chief Technology Officer) will be in attendance.

The Committee is invited to:

- Note the paper.

9. Pest Control Arrangements - Limited Assurance**ARAC/2024/19***Memorandum from the Head of Internal Audit*

Mathew Chandler (Director of Facilities) will be in attendance.

The Committee is invited to:

- Note the paper

10. Personal Emergency Evacuation Plans – Moderate Assurance **ARAC/2024/20**

Memorandum from the Head of Internal Audit

Mathew Chandler (Director of Facilities) will be in attendance.

The Committee is invited to:

- Note the paper

INTERNAL AUDIT REPORTS: FOR INFORMATION **16.50 – 16.53**

11. R&R Client Team Integrated Assurance Arrangements and Approval Plan – Moderate Assurance **ARAC/2024/21**

Memorandum from the Head of Internal Audit

The Committee is invited to:

- Note the paper

12. Sound and Vision Operations and Maintenance Contract (HoC IA) - Moderate Assurance **ARAC/2024/22**

Memorandum from the Head of Internal Audit

The Committee is invited to:

- Note the paper

13. Members' Pass Reader Voting – Substantial Assurance **ARAC/2024/23**

Memorandum from the Head of Internal Audit

The Committee is invited to:

- Note the paper

14. Programme Transition to BAU (HoC IA) – Substantial Assurance **ARAC/2024/24**

Memorandum from the Head of Internal Audit

The Committee is invited to:

- Note the paper

INTERNAL AUDIT FOLLOW-UP REPORTS: FOR INFORMATION

16.53 – 16.55

15. Textual Accuracy of Legislation

ARAC/2024/25

Memorandum from the Head of Internal Audit

The Committee is invited to:

- Note the paper

16. Absence Management

ARAC/2024/26

Memorandum from the Head of Internal Audit

The Committee is invited to:

- Note the paper

17. Right to Work Checks

ARAC/2024/27

Memorandum from the Head of Internal Audit

The Committee is invited to:

- Note the paper

18. Parliamentary Office of Science and Technology

ARAC/2024/28

Memorandum from the Head of Internal Audit

The Committee is invited to:

- Note the paper

AUDIT AND RISK ASSURANCE COMMITTEE DISCUSSIONS

16.55 – 17.15

19. NAO Interim Report on the 2023-24 Financial Statements Audit

ARAC/2024/29

Memorandum from the National Audit Office

The Committee is invited to:

- Note the Audit Planning report

20. Draft Audit and Risk Assurance Annual Report 2023-24

ARAC/2024/30

Memorandum by the Chair

The Committee is invited to:

- *Provide* any comments offline on the draft Audit and Risk Assurance Committee Annual Report.

21. Any Other Business

No paper

22. Meeting in private with Finance Director

No paper

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 and Risk Assurance Committee.

- **Management Board:**
February 2024, March 2024, April 2024
- **House of Lords Commission:**
January 2023, March 2024

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