



AUDIT AND RISK ASSURANCE COMMITTEE

Thursday 6 February 2024 at 14.45 - 17.00

Hybrid meeting in Committee Room I and via Microsoft Teams

Agenda

AUDIT AND RISK ASSURANCE UPDATE	14.45 – 15.55
1. Declaration of interests for the meeting on 6 February 2025	No paper
2. Matters arising from the minutes of the meeting on 24 October 2024	ARAC/2025/01 HIGHLY RESTRICTED: MANAGEMENT
3. Updates from the Commission meetings	Oral update
4. Updates from the Clerk of the Parliaments	Oral update
5. Principal Risk Register: December 2024	ARAC/2025/02 RESTRICTED: MANAGEMENT
6. Risk Management Framework	ARAC/2025/03 RESTRICTED: MANAGEMENT
7. NAO Management Letter	ARAC/2025/04 RESTRICTED: MANAGEMENT
8. NAO Audit Plan – TO FOLLOW	ARAC/2025/05 RESTRICTED: MANAGEMENT
INTERNAL AUDIT REPORTS: FOR DISCUSSION	15.50 – 16.40
9. Progress against Internal Audit Plan 2024/25	ARAC/2025/06 RESTRICTED: MANAGEMENT
10. Outline Plan for 2025/26	ARAC/2025/07 RESTRICTED: MANAGEMENT
11. Outstanding Management Actions	ARAC/2025/08 RESTRICTED: MANAGEMENT

12. Stonework Conservation Project – Limited Assurance	ARAC/2025/09 RESTRICTED: MANAGEMENT
13. Parliamentary Data Strategy – Limited Assurance	ARAC/2025/10 RESTRICTED: MANAGEMENT
14. Parliamentary Cleaning Contract – Management Letter	ARAC/2025/11 RESTRICTED: MANAGEMENT
INTERNAL AUDIT REPORTS: FOR INFORMATION	16.35 – 16.40
15. Staff Changes – Moderate Assurance	ARAC/2025/12 RESTRICTED: MANAGEMENT
16. Microsoft Contract Management	ARAC/2025/13 RESTRICTED: MANAGEMENT
17. Professional Training – Moderate Assurance	ARAC/2025/14 RESTRICTED: MANAGEMENT
18. Boiler Replacement Project (HoC Report) – Moderate Assurance	ARAC/2025/15 RESTRICTED: MANAGEMENT
19. Members’ Travel Arrangements – Management Letter	ARAC/2025/16 RESTRICTED: MANAGEMENT
20. CRS Pricing: Follow-up Report	ARAC/2025/17 RESTRICTED: MANAGEMENT
21. Pass Reader Voting: Follow-up Report	ARAC/2025/18 RESTRICTED: MANAGEMENT
22. Strategic Workforce Planning: Interim Follow-up Report	ARAC/2025/19 RESTRICTED: MANAGEMENT
AUDIT AND RISK ASSURANCE COMMITTEE: FOR INFORMATION	
23. Whistleblowing Policy	ARAC/2025/20 UNRESTRICTED
AUDIT AND RISK ASSURANCE COMMITTEE FOR DISCUSSION	16.45 – 17.00
24. Audit and Risk Assurance Committee Self-Assessment	ARAC/2025/21 RESTRICTED: MANAGEMENT
25. Any Other Business	

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: November 2024, December 2024, January 2025	
• House of Lords Commission: December 2024	
• R&R Delivery Authority Risk, Assurance and Audit Committee Minutes,	

Members are free to discuss the contents of restricted papers with their colleagues, unless the paper is marked highly restricted or Parliament secret. Papers marked unrestricted are proactively published.

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