

House of Commons Administration Estimate Audit and Risk Assurance Committees

AC.2021.A.01

AGENDA Thursday 14th January 2021 1pm VIA MS TEAMS

1. Matters to be raised before officials invited in [12.50pm]

At 1.00pm *Officials to be invited in*

2. Minutes, matters arising and interests [1.05pm]

AC.2020.M.04 Minutes from 201020

AC.2021.AA.01 Actions arising

AC.2021.F.01 Forward Programme

Members will be asked to declare any relevant interests

3. Major projects and governance including EPMO [1.15pm]

- Consideration of paper – Major programmes and project governance update (AC.2021.P.1)

Marianne Cwynarksi, Managing Director of the Governance Office, will speak to this item

4. NAO update [1.35pm]

- Consideration of the paper -
 - o House of Commons Administration External Audit Report 2020-21 (AC.2021.P.2)
 - o House of Commons Members External Audit Report 2020-21 (AC.2021.P.3)
 - o House of Commons Administration – Management Letter 2019-20 (AC.2021.P.4)

Liz Fox and Ioana Stefu, National Audit Office, will speak to these items

5. Estate Valuation update [1.45pm]

- Consideration of –
 - o Estate Valuation progress Update (AC.2021.P.5)
 - o Appendix 1 - Palace of Westminster Valuation, Cluttons review (AC.2021.P.5a)
 - o Appendix 2 – VOA Draft Report (AC.2021.P.5b)

Malin Eliasson, Director of Corporate Finance and Performance, will speak to this item

6. Financial delegations

[1.55pm]

- *Consideration of paper –*
 - *Financial thresholds for Commission approval (AC.2021.P.6)*
 - *Delegation limit models across government (NAO) (AC.2021.P7)*

Alex Mills, Head of Financial Capability, will speak to this item

7. Annual report timetable

[2.10pm]

Consideration of paper – Annual Report and Accounts Indicative timetable (AC.2021.P.8)

Malin Eliasson, Director of Corporate Finance and Performance, will speak to these items

8. Internal Audit progress report

[2.20pm]

Consideration of paper - Internal Audit progress report (AC.2021.P.9)

Richard Stammers, Head of Internal Audit and Risk Management, will speak to this item

9. Internal Audit on Moves Programme Property Transactions

[2.30pm]

Consideration of paper – Internal Audit report of Moves Programme Property Transactions (AC.2021.P.10)

Mostaque Ahmed, Managing Director of Finance, Portfolio and Performance, will speak to this item

10. Risk assurance

[2.35pm]

Consideration of paper – Risk Management Update: Jan 2021 (AC.2020.P.11)

Rachel Harrison, Corporate Risk Management Facilitator, will speak to this item

11. Report from the Committee

[2.45pm]

The Committee will be asked whether the Chair should report any issues to the Commission, and whether the Accounting Officer should report any issues to the Commons Executive Board

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[2.50pm]

12. AOB

Take note papers:

PDS Internal Audit Update (AC.2021.TN.01)

House of Lords Audit Plan 2020-21 (AC.2021.TN.02)

Governance Internal Audit report (AC.2021.TN.03)

Audit and Risk Assurance Committee update to the Commission – October 2020
(AC.2021.TN.04)

Hannah Bryce
Secretary to the Audit Committees

7 January 2021

Date of next meeting: 22nd March 2021

Date of next joint meeting: TBC