

**AGENDA**  
**Monday 22<sup>nd</sup> March 2021**  
**3pm VIA MS TEAMS**

**1. Matters to be raised before officials invited in** [2.50pm]

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**At 3.00pm** *Officials to be invited in*

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**2. Minutes, matters arising and interests** [3.05pm]

*AC.2021.M.01 Minutes from 140121*

*AC.2021.F.02 Forward Programme*

Members will be asked to declare any relevant interests

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**3. Research and Information – Priorities and risks** [3.10pm]

*Consideration of paper – Research and Information: Summary of our work, priorities and risks (AC.2021.P.12)*

*Penny Young, Managing Director of Research and Information, and Bryn Morgan, Director of Strategy and Service Development, will speak to this item*

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**4. Whistleblowing policy update** [3.25pm]

*Consideration of – Whistleblowing policy annual report (AC.2021.P.13)*

*Whistleblowing policy (AC.2021.P.14)*

*Mandy Eddolls, Managing Director of People and Culture team, will speak to this item*

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**5. Workforce planning post pandemic** [3.35pm]

*Consideration of – Workforce planning post-pandemic (AC.2021.P.15)*

*Mandy Eddolls, Managing Director of People and Culture team, will speak to this item*

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**6. Annual report and Accounts – Key Issues** [3.45pm]

*Consideration of paper – Annual Report and Accounts; context, key issues of change and disclosure (AC.2021.P.16)*

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

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**7. Financial Thresholds update** **[3.55pm]**

*Consideration of paper – Audit Committee paper on Framework of Domestic Committee approval (AC.2021.P.17)  
Finance Committee paper on Framework of Domestic Committee approval  
(AC.2021.P.18)*

*Alex Mills, Head of Financial Capability, will speak to these items*

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**8. Estate Valuation Update** **[4.05pm]**

*Consideration of paper – Estate Valuation Update (AC.2021.P.19)*

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

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**9. NAO update** **[4.15pm]**

*Consideration of the paper - NAO Interim Report for House of Commons Administration 2020-21 (AC.2021.P.20)*

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

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**10. Internal Audit progress report** **[4.25pm]**

*Consideration of paper – Internal Audit report (AC.2021.P.21)*

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

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**11. Risk assurance** **[4.35pm]**

*Consideration of paper – Risk Management Update: March 2021 (AC.2020.P.22)*

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

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**12. Report from the Committee** **[4.45pm]**

*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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**House of Commons Administration Estimate Audit and Risk Assurance  
Committees**

**AC.2021.A.02**

**13. AOB**

**[4.50pm]**

Take note papers:

Sponsor Body Quarterly update (AC.2021.TN.05)

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

Hannah Bryce  
*Secretary to the Audit Committees*

15 March 2021

Date of next meeting: 7<sup>th</sup> July 2021

Date of next joint meeting: 10<sup>th</sup> May 2021