

House of Commons Administration Estimate Audit and Risk Assurance Committees

AC.2020.A.04

AGENDA Tuesday 20th October 2020 3pm VIA MS TEAMS

Apologies: Sir Charles Walker

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

At 3.00pm Officials to be invited in

2. Minutes, matters arising and interests [3.15pm]

AC.2020.M.02 Minutes from 200519

AC.2020.M.03 Minutes from 080720

AC.2020.AA.04 Actions arising

AC.2020.F.04 Forward Programme

Members will be asked to declare any relevant interests

3. Key Risks – Chamber and Committee Team Risks [3.25pm]

- Consideration of paper – CCT risk and audit summary (AC.2020.P.21a)
Internal Audit Report – Chamber and Committees Team (AC.2020.P.21b)

Sarah Davies, Clerk Assistant, will speak to this item

4. NAO update [3.40pm]

- Consideration of the Audit planning update report (AC.2020.P.22)

Damian Brewitt and Ioana Stefu, National Audit Office, will speak to these items

5. Estate Valuation update [3.50pm]

- Consideration of - Estate Valuation Planning Update (AC.2020.P.23a)
Terms of Engagement letter with property specialists (AC.2020.P.23b)

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

6. Update on finance thresholds [4.00pm]

- Consideration of paper - Thresholds for Commission approval (AC.2020.P.24)

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

7. In House Services and Estates update **[4.05pm]**

*Consideration of paper - Introduction of Action Plan on Category A Capital project (AC.2020.P.25a)
Core Projects Action plan tracker (AC.2020.P.25b)*

Isabel Coman, Managing Director of In-House Services and Estates, will speak to these items

8. Internal Audit progress report and 2020/21 Audit plan **[4.20pm]**

Consideration of paper of the Head of Internal Audit and Risk Management's report (AC.2020.P.26)

Richard Stammers, Head of Internal Audit and Risk Management, will speak to these items

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

Consideration of paper – Risk Management Update: Oct 2020 (AC.2020.P.27)

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

10. 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

11. AOB **[4.50pm]**

Take note papers:

Audit and Risk Assurance Committee update to the Commission – July 2020 (AC.2020.TN.16)
Incidents involving alcohol (AC.2020.TN.17)
R&R Programme Q1 report (AC.2020.TN.18)

Hannah Bryce
Secretary to the Audit Committees

14 October 2020

Date of next meeting: 14th January 2020

Date of next joint meeting: 16th November 2020