

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

AC.2020.A.03

AGENDA

**Wednesday 8th July 2020
11.00am VIA MS TEAMS**

Apologies: N/A

1. Matters to be raised before officials invited in

[11:00pm]

At 11.10pm Officials to be invited in

2. Minutes, matters arising and interests

[11.15pm]

AC.2020.M.02 Minutes from 200519

AC.2020.AA.03 Actions arising

AC.2020.F.03 Forward Programme

Members will be asked to declare any relevant interests

3. NAO Audit Completion Report

[11.25pm]

- *Consideration of Audit completion report including draft Comptroller and Auditor General (C&AG) opinion (AC.2020.P.15), Letter of representation (AC.2020.P.15a), and certificate (AC.2020.P.15b)*

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

4. Administration Estimate Annual Report and Accounts 2019-20

[11.40pm]

Consideration of the Administration Estimate Annual Report and Accounts 2019-20 (AC.2020.P.16 clean copy, AC.2020.P.16a with tracked changes)

The Committee is invited to comment on the accounts and recommend them for signature.

5. Members Estimate Annual Report and Accounts 2019-20

[12.10pm]

Verbal update on Members Estimate Reports and Accounts 2019-20 (AC.2020.P.17)

Damian Brewitt and Alex Mills will update the Committee on progress and timetable of the Members Estimate Annual Report and Accounts 2019-20

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6. Internal Audit progress report and 2020/21 Audit plan

[12.20pm]

Consideration of paper of the Head of Internal Audit and Risk Management's report (AC.2020.P.18)

Consideration of the Internal Audit Charter for review and sign off (AC.2020.P.19)

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

7. Risk assurance

[12.35pm]

Consideration of paper – Risk Management Update: June 2020 (AC.2020.P.20)

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

8. Report from the Committee

[12.45pm]

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

9. AOB

[12.50pm]

Take note papers:

Audit and Risk Assurance Committee update to the Commission – June 2020 (AC.2020.TN.13)

Annual Report on Whistleblowing Policy - July 2020 (AC.2020.TN.14)

Incidents involving alcohol (AC.2020.TN.15)

Hannah Bryce
Secretary to the Audit Committees

2 July 2020

Date of next meeting: TBC

Date of next joint meeting: 14th July 2020