

House of Commons Administration Estimate Audit and Risk Assurance Committees

AC.2020.A.02

AGENDA

Tuesday 19th May 2020
3:30pm VIA MS TEAMS

Apologies: N/A

1. Matters to be raised before officials invited in [3:15pm]

At 3.30pm Officials to be invited in

2. Minutes, matters arising and interests [3.30pm]

AC.2020.M.01 Minutes from 200115

AC.2020.AA.02 Actions arising

AC.2020.F.02 Forward Programme

Members will be asked to declare any relevant interests

3. COVID update [3.40pm]

John Benger and Ian Ailles will speak to this item

4. NAO Update [3.55pm]

- Consideration of paper – Members: Interim Report on the 2019-20 audit (AC.2020.P.10)
- Consideration of paper - Administration: Interim Report on the 2019-20 audit (AC.2020.P.11)

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

5. Internal Audit progress report and 2020/21 Audit plan [4.10pm]

Consideration of paper of the Head of Internal Audit and Risk Management's report and 2020/21 Audit plan (AC.2020.P.12)

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

6. Risk assurance [4.30pm]

Consideration of paper – Risk Management Update: March 2020 (AC.2020.P.13)

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

7. Issuing of waivers **[4.45pm]**

Richard Blake, Director of PPCS, will speak to this item

8. Annual report and governance statement **[4.55pm]**

*Consideration of outline report – Annual Report and Account: Update (AC.2020.P.14)
Draft ARA Performance Report (AC.2020.P.14a)
Draft ARA Governance Statement (AC.2020.P.14b)*

Alex Mills (Chief Accountant and Head of Financial Capability) and Jane Hough (Strategy, Planning and Performance Manager) will speak to these items

9. Report from the Committee **[5.05pm]**

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

10. AOB **[5.15pm]**

Take note papers:

Audit and Risk Assurance Committee update to the Commission – January 2020
(AC.2020.TN.06)

Finance delegations paper (AC.2020.TN.07)

Shadow Sponsor Board Quarterly progress report Q3 Oct – Dec 2019 (AC.2020.TN.08,
AC.2020.TN.09)

Shadow Sponsor Board Quarterly progress report Q4 Jan – Mar 2020 (AC.2020.TN.10,
AC.2020.TN.11)

Incidents involving alcohol (AC.2020.TN.12)

Hannah Bryce
Secretary to the Audit Committees

13 May 2020

Date of next meeting: 10 June 2020

Date of next joint meeting: TBC