

House of Commons Administration Estimate Audit and Risk Assurance Committees

AC.2020.A.01

AGENDA

Wednesday 15 January 2020
3:30pm in the DG's Office (First floor, Portcullis House)

Apologies: None

1. Matters to be raised before officials invited in [3:30pm]

At 3.35pm Officials to be invited in

2. Minutes, matters arising and interests [3.35pm]

AC.2019.M.03 Minutes from 190701

AC.2020.AA.01 Actions arising

AC.2020.F.01 Forward Programme

(The minutes from the joint meeting with the Lords Audit Committee on 27 June 2019 and the Lords Audit Committee's agenda and minutes for its meeting on 8 July 2019 have also been circulated)

Members will be asked to declare any relevant interests

3. Key risks and blockers – Parliamentary Digital Service [3.45pm]

Consideration of paper – PDS Risk Register (AC.2020.P.01)

Tracey Jessup, Chief Information Officer and Managing Director, Parliamentary Digital Service, will speak to this item

4. Framework of delegations and finance rules [4.00pm]

Consideration of paper – Framework of delegations and finance rules (AC.2020.P.02),

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

5. Internal Audit progress report [4.15pm]

Consideration of paper of the Head of Internal Audit and Risk Management's report (AC.2020.P.03),

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

6. 2019/20 NAO Audit [4.30pm]

- *Consideration of paper – House of Commons: Administration Audit Planning Report 2019-20 (AC.2020.P.04),*

House of Commons Administration Estimate Audit and Risk Assurance Committees

AC.2020.A.01

- Consideration of paper – House of Commons: Administration Management Letter 2018-19 (AC.2020.P.05),
- Consideration of paper – House of Commons: Members Audit Planning Report 2019-20 (AC.2020.P.06),

Ioana Stefu, National Audit Office, will speak to these items

7. 2019/20 Annual Report and Accounts planned timetable [4.45pm]

Consideration of paper – Timetable of Annual report and accounts process (AC.2020.P.07),

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

8. Assurance mapping [5.00pm]

Consideration of paper – Assurance mapping (AC.2020.P.08),

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

9. Risk assurance [5.10pm]

Consideration of paper – Risk Management Update: January 2020 (AC.2020.P.09),

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

10. Report from the Committee [5.20pm]

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 [5.30pm]

Take note papers:

- Audit and Risk Assurance Committee update to the Commission – July 2019 (AC.2020.TN.01)
- Quarterly progress report from the R&R shadow Sponsor Board (AC.2020.TN.02a)
- Quarterly progress report from the R&R shadow Sponsor Board (AC.2020.TN.02b)
- Quarterly progress report Q1 Apr – Jun 2019 (AC.2020.TN.03a)
- Quarterly progress report Q2 July – Sept 2019 (AC.2020.TN.03b)
- Incidents involving alcohol (AC.2020.TN.04)
- Quarterly NAO Round up for Audit Committee (AC.2020.TN.05)

Hannah Bryce
Secretary to the Audit Committees

9 January 2020

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

AC.2020.A.01

Date of next meeting: TBC – following the announcement of recess dates the meeting planned for 1 April 2020 will be rescheduled.

Date of next joint meeting: 6 February 2020