

Administration Estimate Audit Committee

AC(A)2013.A.05

AGENDA

Wednesday 9 October 2013

5:00pm in Clerk of the House's Office

Apologies: None

1. Matters to be raised before officials and external auditors invited in. [5:00pm]

At 5:15pm *Officials and NAO representatives to be invited in.*

2. Matters arising from the last meeting [5.15pm]

Consideration of the matters arising from the last meeting (AC(A)2013.AL.04).

- The Committee is asked to discuss any matters arising.
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3. Risk Management [5.20pm]

A discussion with the Head of Corporate Risk Management about the House's risk management systems and its current implementation. (AC(A)2013.P.28).

- The Committee is asked to discuss the paper.
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4. Internal Audit Director's progress report [5.40pm]

Consideration of the Internal Audit Director's progress report (AC(A)2013.P.29).

- The Committee is asked to discuss the progress report.
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5. Sickness Absence: Audit Report [6.00pm]

Consideration of an Internal Audit report on the House's system of sick absence reporting. The Committee has been provided with a cover paper from the Committee Secretary (AC(A)2013.P.30), the final audit report (AC(A)2013.P.31) and a management response (AC(A)2013.P.32)).

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Andrew Walker Director-General, Human Resource and Change will attend for this item.

- **The Committee is asked to discuss the paper.**
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6. NAO Management Letter – House of Commons Accounts

[6:25pm]

The NAO Management Letter covering the NAO's audit of the 2012 - 2013 financial statement audit for both Administration and Members Accounts is attached (AC(A)2013.P.33).

A paper from the Finance Director on the review of payroll and pension data is relevant to this item. (AC(A)2013.P.34).

- **The Committee is asked to discuss the paper.**
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7. Any other business

[6.45pm]

Ben Williams
Secretary to the Audit Committees

2 October 2013

Date of next meeting

Wednesday 6 November 2013 (Informal meeting to review Committee Effectiveness)
Wednesday 15 January 2014 (formal meeting)

Take note papers

Letter of Assurance Process 2012-13 (AC(A)2013.P.35)

Management Assurance self-assessment 2013 (AC(A)2013.P.35.A.1)

Questions for Effectiveness Review (AC(A)2013.P.36)

Minutes of the July meeting of the House of Lords Audit Committee (AC(A)2013.P.37)