



HOUSE COMMITTEE

MINUTES 13 DECEMBER 2011

Present:

L. Alderdice
L. Baker of Dorking
L. Brabazon of Tara
B. D'Souza (Chairman)
B. Hollis of Heigham
L. Laming
B. McIntosh of Hudnall
B. Royall of Blaisdon
L. Strathclyde
L. Wakeham

L. Shutt of Greetland

together with the Clerk of the Parliaments.

Apologies were received from Lord Craig of Radley and Lord McNally.

Also present: Andrew Makower (Finance Director), Jonathan Smith (Head of Finance), Rhodri Walters (Reading Clerk) and Carl Woodall (Director of Facilities).

The Committee met at 4:00pm on Tuesday 13 December in Committee Room 2A.

I. MINUTES OF THE LAST MEETING

The Committee *agreed* the minutes of the last meeting.

2. MATTERS ARISING FROM THE MINUTES OF THE LAST MEETING

The Chairman noted that the House was informed by way of Written Ministerial Statement (WMS) and items on the intranet and in *Red Benches* that the current Parliamentary Security Co-ordinator will be appointed to the new post of Parliamentary Security Director, as agreed at the Committee's last meeting, on an interim basis for 12 months from 1 January 2012.

The Chairman noted that the Committee's agreement at its last meeting that registration of address for the purposes of travel expenses claims under the current scheme should be supported by producing a document from an approved list or a satisfactory alternative was also recently transmitted to the House by means of a WMS.

3. RECOVERY OF MONEY WRONGLY CLAIMED BY MEMBERS

The Clerk of the Parliaments spoke to his memorandum (H/10-12/69) RESERVED and a draft report.

The Committee *agreed* the draft report.

4. SAVINGS AND FINANCIAL PLAN

The Finance Director spoke to his memorandum (H/10-12/70) RESERVED.

The Committee *agreed*:

- a. the forecast outturn for 2011/12 on p3 and Supplementary Estimate on p 4;
- b. the Estimate for 2012/13 and Financial Plan to 2015 on p 11;
- c. the approach to funding new costs arising from the Working Practices report proposed on p 15;
- d. and endorsed the policy of not normally printing committee evidence.

5. AUDIT COMMITTEE

The Chairman of the Audit Committee, Lord MacGregor of Pullham Market, provided an oral update on the work of his Committee.

Lord MacGregor reported that due to concern about the size of the Audit Committee the Committee's membership had recently been expanded to include a fifth member – Baroness Noakes. Joint working with the House of Commons Audit Committee was progressing well, with the first joint meeting being held on 13 July 2011 and the next one scheduled for 11 January 2012. More work was being done in the area of risk management, and the Committee had considered the internal audit report on risk management referred to in the annual report, and now considered the Administration's Corporate Risk Register at every meeting. In conclusion, Lord MacGregor noted that the internal audit team was now at full complement and able to deliver its forward programme of work.

The Committee *took note*.

6. CLERK OF THE PARLIAMENTS' BRIEFING

The Clerk of the Parliaments spoke to his memorandum ([H/10-12/71](#)).

The Committee briefly considered the Administration and Works Committee's recent agreement to a three month trial of new access arrangements for Peers' Car Park, to begin in the New Year. In particular, the importance of the provision of taxis at Peers' Entrance was referred to.

The Committee *took note*.

December 2011

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