



HOUSE OF LORDS

Matters reserved to Commission, Delegations to Finance and Services Committee and Audit Committee Terms of Reference

Matters reserved to the Commission

The following matters are reserved for agreement by the Commission:

High-level strategic and political direction
Business continuity and resilience (ability of an organisation to resist being affected by an incident)
Digital strategy and cybersecurity
Estimates
Arrangements relating to financial support for members
Rules governing overseas travel budget use and Select Committee travel
Security
Approving the strategic business plan, and annual business and financial plans
Approving: <ul style="list-style-type: none"> • significant changes in spending or revenue-raising not covered by the financial plans for future years, including proposals from other committees or from the Government; • major new savings initiatives; • new expenditure on additional services and novel or contentious expenditure; • transfer inter-office of budget greater than £100k.

Delegations to Services Committee

The Commission has delegated decision-making authority on day-to-day policy on the following day-to-day member-facing services to the Services Committee:

Access policy (e.g. number of guests permitted, escorting rights, passes, Chamber access rules)
Broadcasting policy (e.g. resources made available to broadcasters)
Catering service (e.g. number of outlets, opening hours, guests allowed, type of service offered)
Digital service and equipment
Filming and photography rules
Hansard
Health and wellbeing services available to Members (e.g. on-site nurse, acute GP service, routine screening, vaccinations) ¹
Library
Parliamentary Archive

¹ The Medical Panel, comprising members from both Houses with a medical expertise, oversees the work of the Health and Wellbeing Service and will refer matters up to other Committees if necessary.



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Member-facing property and office services (cleaning, internal logistics, Member accommodation policy [administered by parties and groups]) ²
Public engagement/ outreach policy (including Education and Visitor Services)
Rules on use of facilities (e.g. meeting rooms, stationery)
Travel office service level

The Commission has invited the Services Committee to advise it on the following issues:

Catering pricing policy
Digital Service support levels
Health and safety measures that are not part of a wider package of works
Retail operation
Telephony and switchboard service needs, and appropriate service levels

Finance Committee

The Commission has delegated the following functions to the Finance Committee, within the strategic parameters set by the Commission:

Development of annual financial plans and draft Estimates ³ , for agreement by the Commission
Monitoring spending against budgets (including the outturn forecast ⁴) and receiving financial progress reports on major ongoing programmes
Receiving reports on the use of the Reserve ⁵
Advising the Commission on proposals for: <ul style="list-style-type: none"> • significant changes in spending or revenue-raising which affect the House and are not covered by the financial plans for future years, including proposals from other committees or from the Government but excluding capital works; • major new savings initiatives brought forward by the House of Commons or the House of Lords Administration; • new expenditure on additional services and novel or contentious expenditure excluding capital works; and • transfer inter-office of budget greater than £100k.
Monitoring specific areas of spending, as requested by the Commission
Consideration of any other financial matter referred by the Commission.

Audit Committee

² It is expected that the Chairman, Accommodation Whips and Convenor of the Crossbench Peers will continue to meet to discuss day-to-day allocation of office space and, where required, to provide advice to the Services Committee on accommodation.

³ Annual budget which must not be exceeded. A supplementary Estimate is required for additional spend.

⁴ Mid-year review of spend against budgets. Opportunity to re-allocate funding to meet work pressures and other development initiatives.

⁵ Central contingency fund to meet demands for new services or additional unforeseen demands, provided they are within the ambit of the Estimate.



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The Commission has appointed the Audit Committee with the following Terms of Reference

- “(1) To consider internal and external audit reports and other material, and to assess management responses thereto;
- (2) To agree the annual internal audit work programme and to monitor progress against the audit plan;
- (3) To provide advice to the Clerk of the Parliaments in the exercise of his responsibilities as Accounting Officer;
- (4) To evaluate the adequacy of the risk management system and the suitability of the control arrangements reported to it, and to advise the Clerk of the Parliaments as Accounting Officer and the Management Board accordingly;
- (5) To encourage value for money, good financial practice, appropriate internal controls, and effective governance throughout the administration of the House;
- (6) To review the annual financial statements and accounts;
- (7) To make an annual report to the House, to be submitted, in the first instance, to the Commission and to be published with the House of Lords' Annual Report;
- (8) To work with the House of Commons Administration Estimate Audit Committee to monitor areas of joint interest of both Houses;
- (9) To review regularly the effectiveness of the Audit Committee.”

The Commission has appointed the following members of the Audit Committee:

Liz Hewitt (Chairman)	External member
John Beckerleg	External member
Lord Carter of Coles	Labour
Baroness Cohen of Pimlico	Labour
Lord Fink	Conservative
Baroness Fritchie	Crossbench
Lord Shutt of Greetland	Liberal Democrat