

## MINUTES OF THE MEETING OF THE EXECUTIVE COMMITTEE HELD ON 24 January 2017

### Present:

Ian Ailles, Director General of the House of Commons (Chair)  
Myfanwy Barrett, Finance Director, and Director General, Corporate Services  
David Natzler, Clerk of the House and Head of the House Service

### In attendance:

Marianne Cwynarski, Secretary to the Commission  
James Mirza-Davies, Assistant Secretary to the Executive Committee

## QUARTERLY ASSURANCE REVIEW

*The Executive Committee is responsible for:*

- *Holding the Commons Board to account for delivery of and performance against the strategy for the House of Commons Service.*
- *Providing assurance and holding the Commons Board to account on risk.*

### 1. Assurance – Quarter Three, 2016/17

- 1.1 The Committee considered the papers relating to the performance of the organisation in the third quarter of 2016-17.
- 1.2 The Committee noted the need to monitor progress on the delivery of the complaints system.
- 1.3 The Committee noted the risk report.
- 1.4 **The Executive Committee agreed to provide assurance to the Commission in relation to performance and risk during the third quarter of 2016/17.**

### 2. Principal risk register

- 2.1 The Committee requested that the Head of Risk attend the next quarterly assurance meeting in April.
- 2.2 The Committee considered the Principal risks outlined in the paper, which had recently been identified by the Board. Principal risks are those that threaten delivery of the House's corporate strategy and, if they were to crystallise, they would impact directly on Members and other key customers. The Committee noted the proposal that five of the risks initially identified as strategic at the workshop held in September 2016 would be delegated to Heads of Teams to manage as operational risks, with rotational visibility on one or two of them given to the Board on a monthly basis.
- 2.3 The Committee also asked to note the work that has been undertaken on establishing risk appetite assessments for each of the Principal risks, to improve how the House

Service manages risk and to forge stronger links between business decisions and risk management.

2.4 The Committee noted that, as a next step, the Risk Management team would meet with Board members individually to:

- identify the internal controls in place to manage the risk, ensuring that they are relevant and proportionate;
- discuss and confirm the level of risk appetite that the Board owner considers appropriate;
- give an initial overview on the assessment of the risk; and
- depending on the assessment, identify any management action needed to manage the risks down to target level.

2.5 The register would be provided to the Commission for information as part of the draft Corporate Business Plan for 2017/18.

2.6 **The Committee reviewed and agreed to formally approve the principal risk register.**

Sarah Petit

Secretary to the Executive Committee