

## MINUTES OF THE MEETING OF THE EXECUTIVE COMMITTEE HELD ON 29 JUNE 2017

### Present:

Ian Ailles, Director General 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  
Sarah Petit, Secretary to the Executive Committee  
James Mirza-Davies, Assistant Secretary to the Executive Committee  
Rachel Harrison, Corporate Risk Management Facilitator

### 1. House of Commons Commission

1.1 The Committee discussed actions arising from the Commission meeting on 26 June.

### 2. Quarterly Assurance

*Rachel Harrison, Corporate Risk Management Facilitator, attended for this item*

*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.*

2.1 The Committee discussed:

- the Governance Office team risk register
- cyber security in relation to the June cyber-attack and the principle risk, Security: Terrorist/Disruption;
- the fire risk within the Restoration and Renewal principle risk.

2.1 The Committee confirmed that:

- it was content that the Principle risks are being effectively managed by the Board;
- it was content with the level of assurance provided within the Governance Office Team risk register that Governance Office Team risks are actively managed.

2.3 The Committee requested that the Parliamentary Safety Assurance Committee review whether fire should be added as a principle risk.

2.4 The Committee agreed that the In-House Services risk register would be the next team register to be provided to the Audit and Risk Committee.

### 3. Non-executive performance review

3.1 The Committee agreed that the performance of non-executives on House of Commons governance bodies should be reviewed with them individually on an annual basis.