

## MINUTES OF THE MEETING OF THE EXECUTIVE COMMITTEE HELD ON 27 JULY 2016

### 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

Apologies: None

### In attendance:

Marianne Cwynarski, Secretary to the Executive Committee  
Sarah Petit, 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.*

- 1.1 The Committee considered the papers relating to the performance of the organisation in the first quarter of 2016-17, and the note of decisions and actions arising from the Board's review of quarterly performance held on 22 July 2017.
- 1.2 The Committee considered the projects and programmes report and noted concerns raised at the Audit Committee about project and programme delivery. The Committee discussed whether and how the Board received timely information about minor projects or business as usual activity that were going off-track, and means of ensuring these were escalated appropriately. The Committee further discussed expenditure in relation to the Lifts Programme.
- 1.3 The Committee considered the critical business risks. The Committee noted that the mail screening contract would shortly expire and discussed contract management across the organisation. The Finance Director advised that all Teams will in future be required to bring a list of the contracts they manage for scrutiny at financial challenge meetings, at which the Parliamentary Procurement and Commercial Service will be represented.
- 1.4 The Committee considered progress against the corporate business plan key milestones for 2016/17; noted the previous action that the December challenge meetings
- 1.5 The Committee considered the financial health check. The Committee noted the challenges of tracking the spending and performance of Agile projects and that,

following the July challenge meeting, a follow-up meeting had been arranged with the Digital Service for the end of August.

- 1.6 The Committee considered the actions proposed by the Board in response to the various issues raised at the quarterly performance review on 22 July and was satisfied with the proposed approach.
- 1.7 **The Executive Committee agreed to provide assurance to the Commission in relation to performance and risk during the first quarter of 2016/17.**

Sarah Petit

Assistant Secretary to the Executive Committee