

MINUTES OF THE MEETING OF THE EXECUTIVE COMMITTEE HELD ON 13 APRIL 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. 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.*

1.1 The Committee considered the papers relating to the performance of the organisation in the fourth quarter of 2016-17; and a paper on the operational management of the ten House of Commons Principal risks as agreed by the Board at its meeting in March 2017, which also set out proposals for the provision of information on risk to the Administration Audit and Risk Assurance Committee (AARAC) and the Commission.

1.2 The Committee discussed;

- the assurance it had recently sought in relation to the cyber security programme;
- the reasons for the underspend;
- the action taken by the Board in relation to the Canon Row project;
- the status of the 100 Parliament Street project; and
- financial considerations in relation to security, in light of the incident of 22 March.

1.3 The Committee discussed working with the House of Lords authorities to develop an understanding of relative risks between the two organisations.

1.4 The Committee confirmed that:

- it was content with the operational management of the Principal risks as set out in Annex A;
- it was content for the Principal Risks Summary Table to be submitted to the AARAC for its meeting in April 2017, alongside detailed information on the two red risks, and that this approach should be repeated on a quarterly basis;
- information on Team risks would also be provided to future meetings of the AARAC;
- it was content for the Principal Risks Summary Table to be submitted to the Commission for its meeting in May 2017; and

- it was content with the actions taken by the Board in response to the issues highlighted via the performance and risk reporting process.

2. Papers for April Joint Commissions and Members Estimate Committee

- 2.1 The Committee discussed papers to be put forward to the Joint Commissions and House of Commons Members Estimate Committee.

3. Treasury Select Committee

- 3.1 The Committee noted the Strategic Estates' response to the Treasury Select Committee's request for evidence for its inquiry into the restoration and renewal of the Palace of Westminster.

4. Joint Letter from Workplace Equality Networks on IPR report

- 4.1 The Committee noted a joint letter from the WEN Steering Group and three Workplace Equality Networks; Parliagenda, ParliON, and ParliREACH, regarding the Freeney Williams report on Individual Performance Review and performance pay. The Committee noted that the Board was due to discuss the report findings shortly, and agreed to discuss the concerns raised by the WENs with their representatives at the meeting to be held in June, rather than respond formally to the letter.

5. Review of Financial Memoranda

- 5.1 The Committee took note of a review of Financial Memoranda of four Grant-funded bodies; British Group of the Inter-Parliamentary Union, British Irish Parliamentary Assembly, Commonwealth Parliamentary Association United Kingdom Branch, and British-American Parliamentary Group.

6. Strategy Delivery Group

- 6.1 The Committee discussed the membership of the Strategy Delivery Group and agreed that it should remain as it is for the time being. The Committee noted that the diversity of the Group would be addressed in a wider paper on senior leadership that would be considered by the Board the following month.

7. Papers for Finance Committee

- 7.1 The Committee discussed papers to be submitted for the next meeting of the House of Commons Finance Committee.