

## **MINUTES OF THE MEETING OF THE EXECUTIVE COMMITTEE HELD ON 18 OCTOBER 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

### **1. Quarterly Assurance**

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.

The Committee considered the June-August 2017 Board Risk Reports, the Corporate Services Team risk register and a summary of the Principle Risk Register for September 2017.

The Committee discussed fire safety and the interdependencies with other programmes including the Northern Estate Programme and Westminster Hall.

The Committee:

- noted the decisions by the Board on the management of the Principal risks;
- was content that the Principal risks are being effectively managed by the Board;
- was content with the level of assurance provided within the Corporate Services team risk register.

### **2. Papers for the October Commission and Members Estimate Committee**

The Committee discussed papers to be forward to the House of Commons Commission and Members Estimate Committee