



National Audit Office

Meeting of the Board
to be held at
the National Audit Office, Buckingham Palace Road
on
Thursday 14 July 2016 at 14:30

AGENDA		
Members		
Michael Bichard	MB	Chair
Amyas Morse	AM	Comptroller and Auditor General (C&AG)
Joanne Shaw	JS	Non-executive Member
Ray Shostak	RSh	Non-executive Member
Stephen Smith	SS	Executive Member (Observer)
Robert Sykes	RSy	Non-executive Member
John Thorpe	JT	Executive Member
Michael Whitehouse	MW	Chief Operating Officer
Attendees		
Hafsa Khan	HK	Board Secretary
Adrian Jenner	AJ	Director, Parliamentary Relations (Item 2)
Chloe Forbes	CF	Audit Manager, Parliamentary Relations (Item 2)
James Gourlay	JG	Audit Manager, Head of Strategy (Item 4)
Tim Valentine	TV	Financial Controller (Item 4)
John McCann	JM	Director, Human Resources (Item 5)
Tim Wright	TW	Director, BIP (Item 6)
Angus Waugh	AW	ICT and Systems Analysis and Knowledge Network (Item 7)
Mark Allen	MA	Head of Governance, Legal and Policy Advice (Item 8)

Agenda

Good Governance			
1	Apologies for Absence		14.30-14:40
1.1	Declarations of Interest	Chair	
1.2	Minutes of the meeting of 21 April 2016- to agree the Minutes of the last Board meeting as an accurate record and approve the publication of the minutes on the NAO website.		
1.3	Action Points - to receive an update on progress and note the outstanding action points.		
1.4	Matters Arising - to raise any matters arising.		
1.5	Ratification of Annual Reports and Accounts 2015-16 For the Board to note the approval of the Annual Report and Accounts 2015-16, and the Diversity and Inclusion Report 2015-16.		
2	Update from C&AG and Parliamentary Update	C&AG, AJ, paper	14:40 – 15:10
2.1	To receive an update from the C&AG to reflect on PAC hearings and discuss the end of year Parliament.		
2.2	To discuss the recent changes to Parliament following the UK's vote to leave Europe.	CF, paper	
3	Reflection on the Board Strategy Day	Members, verbal	15:10 – 15:50
3.1	To reflect upon the outcomes of the Board Strategy Day held in April.		
3.2	To approve the agenda and to comment on any suggestions for the Board Strategy Day on 29 July.		
4	Financial Projections	JG, TV, paper	15:50 – 16:10
4.1	To have an initial discussion around financial consequences of new work, e.g. BBC and Bank of England, to discuss further in September at the Senior Management Conference.		
5	Developing NAO's Resourcing Approach	JM, paper	16:10 – 16:25
5.1	To receive a paper on the NAO's resourcing approach as an initial introduction following a more detailed discussion at the Board Strategy Day on 29 July.		
6	Business Improvement Project (BIP): Update	TW, paper	16:25 – 16:40
6.1	To update the Board on the progress in configuring the software system, and on the plans for deployment in September.		
7	Digital Service Desk	AW	16:40 – 16:50
7.1	To received a paper and approve the budget for the new digital service desk.	Paper	
8	Business and Risk Reporting	MA, paper	16:50 – 17:00
8.1	To approve measures to enhance the risk management process in the NAO.		
8.2	To receive the business and risk report for May and June 2016.		
9	Senior Independent Director Terms of Reference	Chair, Paper	
9.1	To approve the Senior Independent Director terms of reference to be published on the NAO external website.		
10	Any Other Business		
10.1	To receive the Board dates for 2017.	Paper	



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10.2	To receive the annual RemCo report 2015-16.	Paper	
	Date and time of next meeting Thursday 15 September 2016 , 14:30		