



Meeting of the Board  
to be held at  
the National Audit Office,  
on

Thursday 20 October 2016 at 11:00-12:30

<b>AGENDA</b>		
<b>Members</b>		
Michael Bichard	MB	Chair
Amyas Morse	AM	Comptroller and Auditor General (C&AG)
Ray Shostak	RSh	Non-executive Member
Stephen Smith	SS	Executive Member
Robert Sykes	RSy	Non-executive Member
John Thorpe	JT	Executive Member
Michael Whitehouse	MW	Chief Operating Officer
Greg Parston	GP	Non-executive member (tbc)
Janet Eilbeck	JE	Non-executive member (tbc)
<b>Attendees</b>		
Hafsa Khan	HK	Board Secretary
Tim Valentine	TV	Financial Controller
Matthew Hemsley	MH	Audit Principal, Strategy team
<b>Via VC</b>		
Adrian Jenner	AJ	Director, Parliamentary Relations (Item 1)
James Gourlay	JG	Audit Manager, Strategy team (Item 3 & 4)
Chloe Forbes	CF	Audit Manager, Strategy team (Item 4)
Tim Wright	TW	Director, BIP (Item 5)
Mark Allen	MA	Head of Policy and Legal Advice (Item 6)

## Agenda

<b>Good Governance</b>			
1	<b>Apologies for Absence</b>		
1.1	<b>Declarations of Interest</b>	Chair	11:00 – 11:10
1.2	<b>Minutes of the meeting of 15 September 2016-</b> to agree the Minutes of the last Board meeting as an accurate record and approve the publication of the minutes on the NAO website.		
1.4	<b>Matters Arising</b> - to raise any matters arising.		
1.5	<b>Update from the C&amp;AG-</b> to receive an update from the C&AG		
1.6	<b>Parliamentary Update –</b> to receive an update from Parliament		
1.7	<b>Update from the Audit Committee;</b> <ul style="list-style-type: none"> <li>- To note the summary and draft minutes of the meeting held on 26 September.</li> <li>- To agree the next steps regarding the external audit contract.</li> </ul>		
2	<b>External VFM Studies by Crowe Clarke Whitehall, External Auditors</b>		
2.1	To receive the validation on management’s progress in implementing the recommendations in the 2015 VFM external review on HR processes.		
2.2	To endorse the management response to the recommendations contained in the 2016 external VFM review on workforce deployment and utilisation.		
3	<b>Strategy Submission to the Public Accounts Commission (TPAC)</b>	MH, TV, JG	11:20 – 11:45
3.1	To discuss and comment on the draft strategy submission to TPAC.		
3.2	To discuss and comment on the supporting financial projections.		
3.3	To discuss and comment on the draft memorandum of the supplementary estimate.		
4	<b>Progress with our Impacts for 2016</b>	JG, CF	11:45-12:00
4.1	To review expected financial and wider impacts expected in 2016		
5	<b>Business Improvement Project (BIP): Update</b>	TW	12:00 – 12:15
5.1	To provide the Board with an update on BIP.		
6	<b>Business and Risk Reporting</b>	TV, MA	12:15-12:30
6.1	To receive the business and risk report for September 2016.		
7	<b>Any Other Business</b>		
7.1	To note the tendering exercise for professional training contracts.		
	<b>Date and time of next meeting</b>		
	<b>Thursday 17 November 2016, 14:30 – 16:00</b>		