



National Audit Office

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

AGENDA		
Members		
Michael Bichard	MB	Chair
Amyas Morse	AM	Comptroller and Auditor General
Sue Higgins	SHi	Executive Leader
Sally Howes	SHo	Executive Leader
Joanne Shaw	JS	Non-executive Member
Ray Shostak	RSh	Non-executive Member
Robert Sykes	RSy	Non-executive Member
Michael Whitehouse	MW	Chief Operating Officer
Attendees		
Hafsa Khan	HK	Board Secretary
Stephen Smith	SS	Executive Leader (observer)
Ruth Brutnall	RB	Head of Governance (observer)
Mark Allen	MA	Head of Legal and Policy (Items 4 and 8)
Claire Buckley	CB	Audit Principal (Item 4)
Adrian Jenner	AJ	Director, Parliamentary Relations (Item 1)
Tim Valentine	TV	Financial Controller (Item 6)
Tim Wright	TW	Director, Business Improvement Programme (Item 7)
Apologies		
John Thorpe	JT	Executive Leader (observer)

Agenda

Good Governance			
1	Apologies for Absence	Chair	14.30-14.50
	Declarations of Interest	Chair	
1.1	Minutes of the meeting of 24 November - to agree the Minutes of the last meeting as an accurate record and approve the publication of the minutes on the NAO website.	Chair	
1.2	Action Points - to receive an update on progress and note the outstanding Action Points.	Chair, paper	
1.3	Matters Arising and Update from C&AG - to raise any Matters Arising and receive an update from the C&AG.	C&AG, paper	
1.4	Parliamentary Update – to receive an update on our work with Parliament from Adrian Jenner, Director of Parliamentary Relations.	AJ, oral	
2	Appointment of Board Secretary		
2.1	To appoint Hafsa Khan as Board Secretary with effect from January 2016.	Chair, paper	14.50-14.55
3	The Public Accounts Commission (TPAC) visit to BPR		
3.1	To receive the briefing for TPAC members visit to the NAO London office on 3 February.	RB, paper	14:55-15:00
Good Governance			
4	Risk Management: Developing the management and reporting framework		
4.1	To consider a paper setting out potential improvements to the NAO's framework for the management and reporting of risk.	MA, paper	15.00-15.20
5	NAO Strategy		
5.1	To discuss the approach to the development of the NAO strategy in 2016.	MW, paper	15.20-15.45
Management and Use of Resources			
6	Estimate 2016-17		
6.1	To approve the Estimate for 2016-17 to be submitted to the Public Accounts commission for consideration in March 2016.	TV, paper	15.45-16.00
7	Business Improvement Programme: Update on Procurement		
7.1	To receive an update on the progress of the programme and note the outcome of the procurement process.	TW, paper	16.00-16.25
7.2	To approve the budget for the alpha phase of work.		
Transactional Business: Good Governance			
8	Business and Risk Reporting		
8.1	To receive the monthly business and risk reports.	MA, paper	16.25-16.35
9	Board Programme 2016		
9.1	To consider the proposed board programme of work for 2016 and identify any areas the Board would like to provide a specific focus on in the coming year.	Chair, paper	16.35-16.45
10	Code of Conduct and Register of Members Interests		
10.1	To approve the 2016 Code of Conduct	RB, paper	16.45-16.55
10.2	To note the Register of Interests for Board and Leadership Team members.		
	Date and time of next meeting	Chair	
	17 March 2016 14:30		