



National Audit Office

Meeting of the Board
to be held at
the National Audit Office, Blue Mezzanine 1
157 Buckingham Palace Road, London SW1W 9SP
on
11 June 2015 at 14:30

AGENDA		
Members		
Michael Bichard	MB	Chair
Amyas Morse	AM	Comptroller and Auditor General
Naaz Coker	NC	Non-executive Member
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		
Ruth Brutnall	RB	Board Secretary
Martin Sinclair	MS	Executive Leader (observer)
John Thorpe	JT	Executive Leader (observer)
Chloe Forbes	CF	Senior Policy Analyst (Item 6)
James Gourlay	JG	Manager, Strategy and Performance (Item 4)
Gurdip Juty	GJ	Financial Controller (Item 6)
Nick Lacy	NL	Head of Legal and Policy (Item 7)
John McCann	JMcC	Director, HR (Item 2)
Nikki Measures	NM	HR Manager (Item 2)
Nigel Terrington	NT	Manager, Strategy and Performance (Items 3 and 4)
Tim Valentine	TV	Head of Finance (Item 7)

Agenda

Good Governance			
1	Apologies for Absence	Chair	14.30-14.55
	Declarations of Interest	Chair	
1.1	Minutes of the meeting of 9 April 2015 to agree the Minutes and meeting note of the last meetings as an accurate record and approve their publication on the website.	Chair, paper	
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	
1.5	Audit Committee – to receive a report on the work of the Audit Committee which met on 26 May (to inform consideration of items 5 & 6 below)	JS, paper	
1.6	Remuneration and Nominations Committee – to receive an oral update on the work of the committee, which will meet immediately prior to the Board meeting.	RS, oral	
Support & Advice			
2	NAO People		
2.1	To consider the NAO's management and development of its people, informed by the annual People Report and, following the Board's workshop in May, identify any further issues for Board consideration or actions the Board wishes to take.	JMcC, paper	14.55-15.10
2.2	To consider and approve the NAO's annual Diversity Report for publication.	NM, paper	
3	The Centre of Government		
3.1	To discuss the development of the role of the 'centre' of government, how this may further change in the current Parliament, and the implications for the NAO.	NT, paper	15.10-15.30
Management and Use of Resources			
4	Year End Accountability Review		
4.1	To consider the final Accountability Review of the NAO's performance in 2014-15.	NT & JG, paper	15.30-15.40
5	Annual Report of the Audit Committee		
5.1	To receive and consider the Annual Report of the Audit Committee	JS, paper	15.40-15.50
5.2	To receive the annual report of the Director of Internal Audit and Assurance	PW, paper	
5.3	To consider whether the Board wishes to appoint an independent external member of the Audit Committee for the coming year.	JS, paper	
6	NAO Annual Report and Accounts		
6.1	To receive the NAO Annual Report and Accounts for 2014-15 and approve them for publication and laying in Parliament, subject to any changes the Board wishes to make.	GJ & CF, paper	15.50-16.05

Good Governance – Transactional Business			
7	Business and Risk Reporting		
7.1	To discuss the monthly business and risk report	TV & NL, paper	16.05- 16.15
7.2	To receive the first programme update on the Business Improvement Programme	SHo, paper	
8	Environmental Sustainability		
8.1	To endorse the Leadership Team's recommendation on the NAO's approach to environmental sustainability in its operations.	JT, paper	16.15- 16.20
9	Health & Safety Annual Report		
9.1	To formally receive the Health & Safety Annual Report.	MW, paper	16.20- 16.25
	Any Other Business		16.25- 16.30
	Date and time of next meeting		
	Board Strategy Discussion 24 July 2015	Chair	