



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

AGENDA		
Members		
Michael Bichard	MB	Chair
Amyas Morse	AM	Comptroller and Auditor General
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
David Aldous	DA	Director, Local Government (Item 5)
Mark Allen	MA	Head of Legal and Policy (Item 7)
George Crockford	GC	Audit Manager, VFM Practice and Quality (Item 4)
James Gourlay	JG	Audit Manager, Strategy and Performance (Item 9)
Matthew Hemsley	MH	Audit Principal, Strategy and Performance (Item 9)
Daniel Lambauer	DL	Director, VFM Practice and Quality (Item 4)
Lee-Anne Murray	LAM	Audit Manager, VFM Practice and Quality (Item 4)
Stephen Smith	SS	Executive Leader (observer)
John Thorpe	RB	Executive Leader (observer)
Tim Valentine	TV	Financial Controller (Item 8)
Angus Waugh	AW	Digital Services (Item 10)
Apologies		
Sue Higgins	SHi	Executive Leader

Agenda

Good Governance			
	Members will appoint the Executive members to the Board before the meeting commences.		
1	Apologies for Absence	Chair	14.30-14:50
1.1	Declarations of Interest	Chair	
1.2	Minutes of the meeting of 28 January - to agree the Minutes of the last Board meeting as an accurate record and approve the publication of the minutes on the NAO website.	Chair	
1.3	Action Points - to receive an update on progress and note the outstanding Action Points.	Chair, paper	
1.4	Matters Arising and Update from C&AG - to raise any matters arising and receive an update from the C&AG.	C&AG, paper	
1.5	Remuneration and Nominations Committee – to receive an update on the business of the Remuneration and Nominations Committee, which will have met on 16 March 2016	RSh, oral	
1.6	Parliamentary Update – to receive an update on our work with Parliament from Adrian Jenner, Director of Parliamentary Relations.	AJ, oral	
2	Audit Committee Update	JS, paper	14:50 - 15:10
2.1	To receive and approve a recommendation from the Audit Committee on the preferred topic for external review of the NAO in 2016.		
2.2	To receive an update of other matters discussed at the Audit Committee on 3 March, including the draft minutes of the meeting.		
Strategy Development			
3	Board Strategy Day	Chair, paper	15:10 – 15:20
3.1	To discuss and agree the agenda for the Board Strategy Day on 22 April.		
Support and Advice			
4	VFM Development Programme	DL, GC, LAM, paper	15:20 – 15:40
4.1	To discuss the VFM development programme and its implementation across the wider office.		
5	NAO responsibilities in relation to local government	DA, paper	15:40 – 16:00
5.1	To review the developments and potential risks of the NAO's responsibilities to Local Government.		
Management and Use of Resources			
6	Business Improvement Project (BIP): Progress Report	SH, paper	16:00 – 16:05
6.1	To provide the Board with a progress report on BIP.		
Transactional Business: Good Governance			
7	Business and Risk Reporting	MA, paper	16:05 – 16:10
7.1	To receive the business and risk report for the end of year position.		
8	Use of Resources in 2016 – 17	TV, paper	16:10 – 16:15
8.1	To receive a paper on the operating budgets.		
8.2	To receive the initial NAO Work Programme 2016 – 17.		
9	Annual Report and Accounts 2015-16	JG, MH, paper	16:15 – 16:30



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9.1	To approve the planned approach to developing the 2015-16 Annual Report and Accounts, and wider impacts.		
10	Next Generation Service Desk	AW, paper	16:30 – 16:40
10.1	To approve the expenditure on the new contract for the Digital Support Service Desk.		
11	Evaluation of the Board	HK, paper	16:40 – 16:50
11.1	To approve the evaluation method of the NAO Board and its committees, and when the evaluation should take place.		
12	Any other Business	Chair, oral	16:50 – 17:00
12.1	To update the Board on the recruitment process of the non-executive Board member.		
12.2	To discuss the arrangements to celebrate the 150 th anniversary of the role of the Comptroller and Auditor General.	MW, paper	
	Date and time of next meeting Thursday 21 April 2016 14:30	Chair	