



National Audit Office

Meeting of the Board
to be held at
the National Audit Office, Buckingham Palace Road
on
24 November 2015 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 (apologies)
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		
Helene Morpeth	HM	Governance Manager and International Liaison (Secretary)
Stephen Smith	SS	Executive Leader (observer)
John Thorpe	JT	Executive Leader (observer)
Mark Allen	MA	Head of Legal and Policy (incoming) (Item 7)
James Gourlay	JG	Head of Strategy and Performance (Items 6-7)
Adrian Jenner	AJ	Director, Parliamentary Relations (Items 1 – 2)
David Kellett	DK	HR Manager (Item 3)
Nick Lacy	NL	Head of Legal and Policy (Item 7)
John McCann	JMcC	Director, Human Resources (Item 5)
Hannah McNicholl	HMcN	Head of Strategic Communications (Item 2)
Susan Ronaldson	SR	Director, Engagement and Change (Item 5)
Tim Wright	TW	Director, Business Improvement programme (Item 4)

Agenda

Good Governance			
1	Naaz Coker: Recognition of her contribution	Chair	14.30-14.50
	Apologies for Absence	Chair	
	Declarations of Interest	Chair	
1.1	Minutes of the meeting of 22 October - to agree the Minutes of the last meeting as an accurate record and approve the publication of the minutes on the NAO 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	
Support & Advice			
2	NAO Stakeholder Feedback		
2.1	To consider the key findings and issues identified by the NAO's external stakeholder feedback during 2015, including the survey of MPs, moderated feedback from audited bodies and survey of local bodies.	SHi, paper	14.50-15.15
3	Review of Performance Management and Appraisal		
3.1	To consider and agree the recommendations and proposed actions of the review of performance management and appraisal at the NAO.	SHi, paper	15.15-15.40
Management and Use of Resources			
4	Business Improvement Programme		
4.1	To consider and approve the Business Case for the next phase of the Business Improvement Programme	SHo, paper	15.40-16.05
4.2	To support the Board in its consideration of the business case, to receive an update on the previous report from the Director of Internal Audit and Assurance on the Business Case,	Paper	
Support and Advice			
5	People Survey: Initial Response		
5.1	To consider the initial response the people survey and the further actions proposed	SR, paper	16.05-16.20
Good Governance			
6	NAO Strategy: Formal Approval		
6.1	To approve the NAO's strategy for the period 2016-17 to 2018-19 for submission to the Public Accounts Commission for consideration at a hearing on 10 December.	MW, paper	16.20-16.30
7	Business and Risk Reporting		
7.1	To consider the monthly business and risk reports, and agree any further actions required.	MA, paper	16.30-16.50
7.2	To receive the paper of the outcomes of the quarterly accountability process.	JG, paper	

8	2016 Programmes of Work	JS and RSh, papers	16.50- 16.55
8.1	To receive the proposed programmes of work for the Board's Audit and Remuneration and Nominations Committees.		
9	Use of NAO Seal	RB, paper	16.55- 17.00
9.1	To note and ratify the application of the NAO seal.		
10	Any Other Business		
	Date and time of next meeting January 28 2016, London	Chair	