



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  
22 September 2015 at 14:15

<b>AGENDA</b>		
<b>Members</b>		
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
<b>Attendees</b>		
Ruth Brutnall	RB	Board Secretary
Stephen Smith	SS	Executive Leader (observer - apologies)
John Thorpe	JT	Executive Leader (observer)
James Gourlay	JG	Head of Strategy & Performance (Item 5)
Adrian Jenner	AJ	Director, Parliamentary Relations (Item 1)
Gurdip Juty	GJ	Financial Controller (Items 3-4)
Nick Lacy	NL	Head of Legal and Policy (Item 6)
John McCann	JMcC	Director, Human Resources (Item 2)
Susan Ronaldson	SR	Director, Engagement & Change (Item 2)
Tim Valentine	TV	Head of Finance (Item 3)
Tim Wright	TW	Director, Business Improvement Programme (Item 4)

## Agenda

<b>Good Governance</b>			
1	<b>Apologies for Absence</b>	Chair	14.15-14.40
	<b>Declarations of Interest</b>	Chair	
1.1	<b>Minutes of the meeting of 11 June and note of Board Strategy Discussion-</b> to agree the Minutes and meeting note of the last meetings as an accurate record and approve the publication of the minutes on the NAO website.	Chair, paper	
1.2	<b>Action Points</b> - to receive an update on progress and note the outstanding Action Points.	Chair, paper	
1.3	<b>Matters Arising and Update from C&amp;AG</b> - to raise any Matters Arising and receive an update from the C&AG:	C&AG, paper	
1.4	<b>Parliamentary Update</b> – to receive an update on our work with Parliament from Adrian Jenner, Director of Parliamentary Relations.	AJ, oral	
<b>Support &amp; Advice</b>			
2	<b>NAO People Strategy</b>		14.40-15.05
2.1	To follow up on discussions held earlier this year, and consider the proposed ambition and future actions in the NAO's People Strategy.	JMcC, SR, paper	
<b>Use of Resources</b>			
3	<b>NAO Strategy: 3 Year Finance Strategy (2016-17 to 2018-19)</b>		
3.1	To consider and agree the proposed finance strategy for the coming three years.	MW, paper	15.05-15.25
4	<b>Business Improvement Programme: Business Case</b>		
4.1	To consider and approve the business case for the Business Improvement Programme	TW, GJ paper	15.25-15.55
5	<b>NAO Strategy: Timetable for development</b>		
5.1	To receive the timetable for the development of the NAO Strategy, and an overview of the subjects considered by the Board which will inform the strategy to be presented for comment and approval in October.	JG, paper	15.55-16.05
<b>Good Governance – Transactional Business</b>			
6	<b>Business and Risk Reporting</b>		
6.1	To consider the monthly business and risk reports, and agree any further actions.	NL, paper	16.05-16.20
7	<b>Audit Committee: External VFM Report</b>		
7.1	To receive the Value for Money Report undertaken by the NAO's external auditor including the management response, and agree its submission to the Public Accounts Commission.	JS, paper	16.20-16.40
7.2	To receive the external auditor's assessment of the progress against the agreed actions taken in response to the 2014 VfM report on the NAO's Transformation.	JS, paper	
8	<b>Any Other Business</b>		
8.1	To note the proposed programme for the Board's visit to Newcastle on 22 October.	Chair, paper	16.40-16.45
	<b>Date and time of next meeting</b> Thursday 22 October 2015, to be held in Newcastle.	Chair	