



National Audit Office

Meeting of the Board
to be held at
the National Audit Office,
on

Thursday 19 January 2017 at 14:30-17:15

AGENDA		
Members		
Michael Bichard	MB	Chair
Amyas Morse	AM	Comptroller and Auditor General (C&AG)
Ray Shostak	RSh	Non-executive Member
Robert Sykes	RSy	Non-executive Member
John Thorpe	JT	Executive Member
Michael Whitehouse	MW	Chief Operating Officer
Greg Parston	GP	Non-executive member
Janet Eilbeck	JE	Non-executive member
Attendees		
Hafsa Khan	HK	Board Secretary
Adrian Jenner	AJ	Director, Parliamentary Relations (Item 1)
Susan Ronaldson	SR	Director, Engagement and Change (Item 2)
Tim Wright	TW	Director, Business Improvement Plan (Item 3)
Tim Valentine	TV	Financial Controller (Item 5, 7)
Mark Allen	MA	Head of Legal, Policy and Governance (Item 7)

Agenda

1	Apologies for Absence		
1.1	Declarations of Interest	Chair	14:00-14:45
1.2	Minutes of the meeting of 17 November 2016 – To agree the Minutes of the last Board meeting as an accurate record and approve the publication of the minutes on the NAO website.		
1.3	Matters Arising – To raise any matters arising.		
1.4	Update from the C&AG – To receive an update from the C&AG		
1.5	Parliamentary Update – to receive an update on our work with Parliament		
1.6	Update on tPAC December hearing – For the Chair and C&AG to provide the Board with an update on the Public Accounts Commission (tPAC) hearing on 13 December 2016.	Chair, C&AG,	
1.7	Update from the Audit Committee – To receive the minutes of the Audit Committee held on 12 December, and a note of the meeting.	JE	
2	NAO People Survey 2016 Results and actions		14:45-15:00
2.1	To receive the results of the NAO People Survey 2016, and the proposed actions following the results.	SR, paper	
3	Business Improvement Project (BIP) Benefit Realisation Plan		15:00-15:15
3.1	To discuss the BIP benefit realisation plan.	TW, paper	
4	Update on Executive Leader (EL) recruitment campaign		15:15-15:30
4.1	To receive a note on the EL recruitment campaign.	MW, paper	
5	NAO Estimate 2017-18 and Memorandum		15:30-15:45
5.1	To receive the draft NAO Estimate 2017-18 and memorandum in preparation to the Public Accounts Commission (tPAC) in March (to note that approval will take place via email).	TV, paper	
6	External Audit Review of the NAO		15:45-16:00
6.1	To consider and approve the focus of the 2017 review.	Paper	
7	Business and Risk Reporting		16:15-16:25
7.1	To receive the forecast end of year projections and end of year dashboard.	TV, MA, paper	
7.2	To discuss the Risk report.		
8	NAO Code of Conduct 2017		16:25-16:30
8.1	To approve the Code of Conduct 2017.	Paper	
9	Board Strategy Day		16:30-16:40
9.1	To discuss the proposals for the next Board Strategy Day which will be held in April 2017.	Paper	
10	Board Compliance		16:40-16:50
10.1	To discuss the Board's compliance with its Terms of Reference in 2016, and incorporate suggestions for the Board's programme of work for 2017.	Paper	
11	Board Programme of Work 2017		16:50-17:00
11.1	To consider the proposed board programme of work for 2017 and identify any areas the Board would like to provide a specific focus on in the coming year.	Paper	



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11.2	To receive the Audit Committee's programme of work for 2017.		
11.3	To receive the Remuneration and Nomination Committee's programme of work for 2017.		
12	Remuneration and Nominations Policies	RS Paper	17:00- 17:10
12.1	To approve the revised Terms of Reference for the Remuneration and Nominations Committee, which will be published on the NAO's external website.		
12.2	To approve the Remuneration and Nomination Committee's policy frameworks.		
	Any Other Business		
	Date and time of next meeting Thursday 16 March 2017, 14:30 – 16:30		