



National Audit Office

NAO BOARD AGENDA

Board meeting – Financial year 2017-18

Room:	Blue Mezz 1 (London) / Tees (Newcastle)
Location:	National Audit Office 157-197 Buckingham Palace Road London, SW1W 9SP
Date:	18 January 2018
Time:	14:30-16:30

Members		
Michael Bichard	MB	Chair
Amyas Morse	C&AG	Comptroller and Auditor General (C&AG)
Rob Sykes	RSy	Non-Executive Member
Janet Eilbeck	JE	Non-Executive Member
Daniel Lambauer	DL	Executive Member, Strategy and Operations
Rebecca Sheeran	RShn	Executive Member, VFM
John Thorpe	JT	Executive Member, Financial
Attendees (London: Room Blue Mezz 1)		
Kate Mathers	KM	Executive Leader, Financial
Abdool Kara	AK	Executive Leader, VFM Local Services
Stephen Smith	SS	Executive Leader, Financial
Max Tse	MT	Executive Leader, VFM Digital
Chloe Forbes	CF	Head of Corporate Affairs, Governance, and Strategy
Hafsa Khan	HK	Board Secretary
Tim Valentine	TV	Director, Finance
Adrian Jenner	AJ	Director Parliamentary Relations
Mark Allen	MA	Head of Legal and Policy
John McCann	JMc	Director, Human Resources
Susan Ronaldson	SR	Director, Engagement and Change
David Kellet	DK	Head of HR Policy and Services
Geraldine Barker	GB	Director, Project Management
Clare Tickell	CT	Observer
Attendees via VC (Newcastle: Room Tees)		
Max Tse	MT	Executive Leader
Apologies		
Ray Shostak	RShy	Non-executive Member

ITEM	AGENDA	PRESENTER/ TIMING	
TRANSACTIONAL BUSINESS			
1	Welcome	Chair	14:30- 14:45
1.1	Apologies for Absence		
1.2	Declarations of Interest		
1.3	Minutes of the meeting of 16 November 2017 To approve the Minutes of the last meeting held 16 November 2017 as an accurate record, and for their publication on the external website.		
1.4	Matters Arising To raise any matters arising.		
1.5	Action Log To receive the actions from the last meeting.		
1.6	Update from C&AG	C&AG	
1.7	Update on latest developments with PAC and Parliament	AJ	
GOOD GOVERNANCE			
2	Review of the non-executive directors roles on Committees <i>Purpose: Approve</i>	Chair	14:45- 14:50
2.1	To appoint the non-executive director roles on the Board committees following the re-appointment of Ray Shostak and Rob Sykes, and the appointment of Clare Tickell. The Chair will report verbally.		
3	Audit Committee <i>Purpose: Information and approval</i>	JE	14:50- 15:00
3.1	To receive, for information, the update from the last Audit Committee held on 15 December 2017, including the outcome of the Audit Committee self-assessment of performance in 2016-17, and the draft minutes.		
3.2	To approve the topic for the external VFM review in 2018.		
3.3	To approve the proposed changes to the Audit Committee's terms of reference.		
4	Business Report and Risk Register <i>Purpose: Support and Advice</i>	MA, JMc, TV	15:00- 15:10
4.1	To receive this month's Business Report, and risk register for information and comment.		

5	NAO Laptop Review <i>Purpose: Approval</i>	DL	15:10-15:20
5.1	To approve the business case for the review of NAO laptops.		
6	Code of Conduct 2018 <i>Purpose: Approval</i>	DK	15:20-15:30
6.1	To approve the code of conduct 2018.		
6.2	To note the Non-Executive and Executive Members of the NAO Board Registers Of Interest.		
OPERATIONAL INSIGHT			
7	People Survey <i>Purpose: Support and Advice</i>	SR	15:30-15:40
7.1	To receive the People Survey results 2017, and the actions to take.		
8	Board Objectives for self-assessment <i>Purpose: Approve</i>	Chair	15:40-15:50
8.1	To review and agree the proposed objectives for the Board against which the Board will assess its progress and performance in the coming year.		
STRATEGIC BUSINESS			
9	NAO Estimate 2018-19 <i>Purpose: Support and Advice</i>	TV, CF	15:50-16:00
9.1	To review the first draft of the NAO Estimate 2018-19.		
10	Strategic Discussion – Project and programme management <i>Purpose: Support and Advice</i>	GB, RShn	16:00-16:30
10.1	To discuss the project and programme management work at the NAO.		
ANY OTHER BUSINESS			
Date and time of next meeting: Thursday 22 March 2018, 14:30-16:30			