



National Audit Office

# NAO BOARD AGENDA

## Board meeting – Financial year 2018-19

<b>Room:</b>	Blue Mezz 1
<b>Location:</b>	National Audit Office 157-197 Buckingham Palace Road London, SW1W 9SP
<b>Date:</b>	Thursday 28 June 2018
<b>Time:</b>	14:30-16:30

<b>Members</b>		
Michael Bichard	MB	Chair
Amyas Morse	C&AG	Comptroller and Auditor General (C&AG)
Janet Eilbeck	JE	Non-Executive Member
Clare Tickell	CT	Non-Executive Member
Rob Sykes	RSy	Non-Executive Member
Ray Shostak	RShy	Non-executive Member
Kate Mathers	KM	Executive Member, Financial
<b>Apologies</b>		
Daniel Lambauer	DL	Executive Member, Strategy and Operations
Abdool Kara	AK	Executive Member, VFM Local Services
<b>Attendees</b>		
Max Tse	MT	Executive Leader
Stephen Smith	SS	Executive Leader, Financial
Rebecca Sheeran	RShn	Executive Leader, VFM
John Thorpe	JT	Executive Leader, Financial
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
David Timmins	DT	Salesforce Developer
Paul Grindle	PG	Technical Delivery Manager
Vicky Cox	VC	Head of Facilities
Meredith Brown	MB	Human Resources
Nikki Measures	NM	Human Resources
Hafsa Khan	HK	Board Secretary

ITEM	AGENDA	PRESENTER/ TIMING	
<b>TRANSACTIONAL BUSINESS</b>			
1	<b>Welcome</b>	Chair	14:30- 14:45
1.1	<b>Apologies for Absence</b>		
1.2	<b>Declarations of Interest</b>		
1.3	<b>Minutes of the meeting of 19 April 2018</b> To approve the Minutes of the last meeting held 19 April 2018 as an accurate record, and for their publication on the external website.		
1.4	<b>Matters Arising</b> - To note the ratification via e-mail of the Annual Report and Accounts 2017-18, the Transparency Report 2017-18, and annual Diversity and Inclusion Report 2017.		
1.5	<b>Action Log and programme of work</b> To receive the actions from the last meeting, and the Board's programme of work.		
1.6	<b>Update from C&amp;AG</b>	C&AG	
1.7	<b>Update on latest developments with PAC and Parliament</b>	AJ	
<b>GOOD GOVERNANCE</b>			
2	<b>Audit Committee Update</b> <i>Purpose: Information and approval</i>	JE	14:45- 14:50
2.1	To receive an update from the Audit Committee meeting held on 12 June 2018.	Verbal	
3	<b>Business Report and Risk Register</b> <i>Purpose: Support and Advice</i>	MA, JMc, TV Paper	14:50- 15:05
3.1	To receive this month's Business Report, and risk register for information and comment.		
4	<b>HCM+ Business Case</b> <i>Purpose: Approval</i>	JMc, DT, PG	15:05- 15:15
4.1	To approve the HCM+ business case.		
5	<b>Review NAO policies</b> <i>Purpose: Approval</i>	JMc, VC	15:15- 15:25
5.1	To review and approve the updated environmental policy, and health and safety policy. To receive the annual Health and Safety Report.	Paper	
5.2	To agree when the policies should be reviewed next.		
<b>OPERATIONAL INSIGHT</b>			
6	<b>Non-executive directors phasing</b> <i>Purpose: Support and Advice</i>	Chair	15:25- 15:40
6.1	To discuss the next three years of the Chair's and non-executive members membership on the NAO Board.	Verbal	
7	<b>Cluster accountability and strategic review process</b> <i>Purpose: Information</i>	TV	15:40- 16:00

7.1	To receive details of the main themes from the cluster accountability and strategic review process for 2017-18.	Paper	
<b>STRATEGIC BUSINESS</b>			
8	<b>Diversity and Inclusion Strategy 2018-2021</b> <i>Purpose: Support and Advice</i>	JMc, NM, MB, C&AG	16:00- 16:25
8.1	To discuss the strategy on the NAO's diversity for the next three years.		
<b>ANY OTHER BUSINESS</b>			
9	<b>Board Strategy Day Agenda</b> <i>Purpose: Information</i>		16:25- 16:30
9.1	To receive the final draft of the agenda for the Board Strategy day on 13 September 2018. It reflects the Board's views from the draft submitted at the last Board meeting on 19 April.		
<b>Date and time of next meeting: Board Strategy Day; 13 September, 10:00-16:30</b>			