



National Audit Office

## NAO BOARD AGENDA

**Location:** National Audit Office  
15-197 Buckingham Palace Road, London  
SW1W 9SP

**Date:** 21 November 2019

**Time:** 14:00 – 16:30 Blue Mezz 1

<b>Members</b>		
Michael Bichard	MB	Chair
Gareth Davies	C&AG	Comptroller and Auditor General (C&AG)
Janet Eilbeck	JE	Non-Executive Member
Daniel Lambauer	DL	Executive Member
Clare Tickell	CT	Non-Executive Member
Ray Shostak	RSh	Non-Executive Member
Stephen Smith	SM	Executive Member
Rob Sykes	RS	Non-executive Member
Max Tse	MT	Executive Member
<b>Attendees</b>		
Abdool Kara	AK	Executive Leader, Local public services
Kate Mathers	KM	Executive Leader, Financial Audit
George Crockford	GC	Head of Reporting (item 4)
Steve Corbishley	SC	Director CQU (item 3)
Vicky Cox	VC	Head of Facilities (items 5 and 8)
Chloe Forbes	CF	Head of Strategy and Corporate Affairs
Catherine Hepburn	CH	Director (item 2 via VC)
Adrian Jenner	AJ	Director Parliamentary Relations (item 1.7)
Ruth Kelly	RK	Chief Analyst (item 3)
Phil Bradburn	PB	Audit Manager
Ben Coleman	PC	Audit Manager
John McCann	JMcC	Director HR (items 4 and 5)
Colin Ross	CR	Director VFM PQ (item 3)
Peter Smithson	PS	Director, FAPQ (item 2)
Nigel Terrington	NT	Director Strategy and Performance (item 1.8)
Tim Valentine	TV	Director Finance (item 4)
Angus Waugh	AW	Director Digital (item 2)
Helene Morpeth	HM	Interim Head of Governance

ITEM	AGENDA	PRESENTER/ TIMING	
<b>TRANSACTIONAL BUSINESS</b>			
1	<b>Welcome</b>	Chair	14:00-14:20 (20 minutes)
1.1	<b>Apologies for Absence</b>		
1.2	<b>Declarations of Interest</b>		
1.3	<b>Approval of minutes</b> To approve the minutes of the meeting held on 24 October 2019 as an accurate record, and their publication on the external website.		
1.4	<b>Matters arising</b>  i. To receive a verbal update on the status of the TPAC strategy document following review by the Board in October. ii. To receive the management response to the recommendations for improvement arising from the 2019 external review on NAO's impact reporting.	CF	
1.5	<b>Action Log</b> To note progress on the board action log.	HM	
1.6	<b>Update from the Comptroller and Auditor General (C&amp;AG)</b> To receive the C&AG's update since the last meeting.	C&AG	
1.7	<b>Update on latest developments with PAC and Parliament</b> To receive the Parliamentary verbal update since the Board in October.	AJ	
1.8	<b>Update on progress on the Strategic Review</b> To receive a verbal update on progress to date including the whole of office event on 26 November.	NT	
<b>STRATEGIC INSIGHT</b>			
2	<b>Digital Plan 2020-22</b>	AW	14:20-14:40 (20 mins)
2.1	<b><i>Purpose: information and advice</i></b> To receive the Digital plan 2020-22.		
2.2	<b>Audit software review</b> <b><i>Purpose: information and approval</i></b> To approve the business case for establishing a project to review the options for Audit Management Software.	CH / PS	14:40-15:00 (20 mins)
<b>OPERATIONAL INSIGHT</b>			
3	<b>Annual Quality Report 2018-19</b>	SC / CR	15:00-15:30 (20 mins)
3.1	<b><i>Purpose: information and advice</i></b> To discuss the Annual Quality Report 2018-19.		
3.2	<b>Introduction to MESH</b>	RK	

	<b>Purpose: information and advice</b> To receive a briefing on NAO's community of practice for analysts and methods and to outline key areas that the Strategy Review should address in relation to analytical capability.		15:30-15:50 (30 mins)
<b>GOOD GOVERNANCE</b>			
4 4.1	<b>Business Reports</b> <b>Purpose: information and discussion</b> To receive the business reports to 31 October 2019, for information and comment.	TV/ GC / JMcC	15:50-16:00 (10 mins)
5 5.1 5.2	<b>Health and Safety and Environmental 2018-19 annual reports</b> <b>Purpose: information</b> To receive the Health and Safety 2018-19 annual report. To receive the Environmental 2018-19 annual report.	VC/JMcC	16:00-16:10 (10 mins)
6 6.1	<b>Remuneration and Nominations Committee (RemCo)</b> <b>Purpose: Information and approval</b> To approve the RemCo programme of work in 2019-2020.	CT	16:10-16:15 (5 mins)
7 7.1	<b>Audit Committee</b> <b>Purpose: Information</b> To note the draft Audit Committee minutes held on 9 October 2019.	JE	16:15-16:15 (0 mins)
<b>ANY OTHER BUSINESS</b>			
8. 9 9.1 10 10.1	<b>Facilities contract</b> <b>Purpose: information</b> To receive a paper proposing the extension of the facilities contract. To note that formal approval of the extension will be sought at the Board meeting on 23 January 2020. <b>Board calendar 2019-20</b> <b>Purpose: information</b> To receive a verbal update on the Board calendar of meetings in 2019-20. <b>Feed-back</b> To provide feed-back on the Board meeting including the Board briefing at lunchtime.	VC HM ALL	16:15-16:25 (10 mins) 16:25 16:25-16:30 (5 mins)
<b>Date and time of next meeting: 23 January 2020 at 14:00 at BPR</b>			