



National Audit Office

## NAO BOARD AGENDA

<b>Location:</b>	National Audit Office 15-197 Buckingham Palace Road, London SW1W 9SP
<b>Date:</b>	26 March 2020
<b>Time:</b>	11:15 – 13:45 via video conferencing

<b>Members</b>		
Michael Bichard	MB	Chair
Janet Eilbeck	JE	Non-Executive Member
Ray Shostak	RSh	Non-Executive Member
Rob Sykes	RS	Non-executive Member
Clare Tickell	CT	Non-Executive Member
Gareth Davies	GD	Comptroller & Auditor General
Daniel Lambauer	DL	Executive Director with responsibility for Strategy and Resources
Stephen Smith	SS	Executive Director
Max Tse	MT	Executive Director with responsibility for Knowledge
<b>Attendees</b>		
Abdool Kara	AK	Executive Director with responsibility for People
Elaine Lewis	EL	Executive Director with responsibility for Quality
Kate Mathers	KM	Executive Director with responsibility for the Financial Audit service line
Rebecca Sheeran	RS	Executive Director with responsibility for Value for Money service line
George Crockford	GC	Head of Reporting (item 6)
Chloe Forbes	CF	Head of Strategy and Corporate Affairs
Adrian Jenner	AJ	Director Parliamentary Relations (item 1)
Ann Green	AG	Audit Principal External Relations (item 3)
John McCann	JMcC	Director HR (items 5 and 6)
Nigel Terrington / Jonny Mood	NT / JM	Directors Strategy (item 3)
Tim Valentine	TV	Director Finance (items 3 and 6)
Angus Waugh	AW	Director Digital services (item 5)
Helene Morpeth	HM	Head of Governance and Risk

ITEM	AGENDA	PRESENTER/ TIMING	
<b>TRANSACTIONAL BUSINESS</b>			
1	<b>Welcome</b>	Chair	11:15-11:25 (10 minutes)
1.1	<b>Apologies for Absence</b> To note that apologies for absence have been received from Stephen Smith.		
1.2	<b>Declarations of Interest</b>		
1.3	<b>Approval of minutes</b> To approve the minutes of the meeting held on 2 March 2020 as an accurate record, and their publication on the external website.		
1.4	<b>Matters arising</b> <ul style="list-style-type: none"> <li>• To note the approval of the NAO strategy via correspondence following review and discussion on 2 March 2020.</li> <li>• To receive a verbal update on the TPAC strategy hearing scheduled on 24 March 2020.</li> </ul>	Chair / GD	
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 last meeting.	AJ	
<b>BUSINESS CONTINUITY</b>			
2 2.1	<b>Coronavirus</b> <b><i>Purpose: for information and discussion</i></b> To discuss business continuity arrangements in light of the Covid-19 outbreak.	C&AG	11:25-12:15 (50 mins)
<b>STRATEGIC INSIGHT</b>			
3 3.1 3.2 3.3	<b>Organisational Development Plan</b> <b><i>Purpose: for information and discussion</i></b> To discuss how the organisational development plan is being revised in light of the impact of Covid-19. This will include a verbal update on progress on the new performance framework.  <b>Estimate</b> <b><i>Purpose: approval</i></b> To approve the draft NAO Estimate memorandum for 2020-21 ahead of its submission to the Public Accounts Commission in May (date tbc).  <b>External VFM topic</b>	C&AG / DL  DL  DL/JE	12:15-12:45 (30 mins)

	<b>Purpose: approval</b> To approve the external VFM topic for 2020.		
<b>OPERATIONAL INSIGHT</b>			
4 4.1	<b>Client feed-back</b> <b>Purpose: for information and discussion</b> To discuss the outcome of the client feed-back exercise in 2019.	DL	12:45-13:00 (15 mins)
<b>GOOD GOVERNANCE</b>			
5 5.1	<b>Contract approvals</b> <b>Purpose: Approval</b> To approve the business cases for:  i. Recruitment agency partners. ii. The service desk contract tender. iii. Microsoft enterprise agreement re-tender	DL	13:00-13:15 (15 mins)
6 6.1	<b>Business Reports and risk register</b> <b>Purpose: information and discussion</b> To receive the business reports to end February 2020, including the risk register, for information and comment.	DL	13:15-:13:30 (15 mins)
7 7.1	<b>Board succession</b> <b>Purpose: information and discussion</b> To agree the skill requirement for the NED succession campaign.	MB	13:30-13:40 (10 mins)
8 8.1	<b>Remuneration and Nominations Committee</b> <b>Purpose: information</b> To receive a verbal update on the meeting held on 26 March, in the morning.	CT	13:40-13:45 (5 mins)
<b>ANY OTHER BUSINESS</b>			
9 9.1	<b>Feed-back</b> To provide feed-back on the Board meeting.	ALL	13:45
<b>ITEMS FOR COMMENT VIA CORRESPONDENCE</b>			
10 10.1 10.2 10.3	<b>2019-20 Corporate reporting</b> <b>Purpose: information and comment</b> To comment on draft version 1 of the 2019-2020 Annual Report and Accounts. To receive a briefing note on the 2019-20 Transparency Report. To comment on the high-level messages for the 2019-20 Diversity & Inclusion Annual Report.	ALL	By 6 April
11 11.1	<b>Audit Committee</b> <b>Purpose: comment and approval</b> To discuss the proposed actions arising from the outcome of the benchmark of NAO's risk management processes against HMT's Orange Book.	ALL	By 6 April
12 12.1 12.2	<b>Board effectiveness</b> <b>Purpose: Information and comment</b> To review the Board's 2019-20 self-assessment of performance and review progress against actions for improvement from the 2018-19 self-assessment. To note the outcome of the annual compliance exercise against the Board's terms of reference.	ALL	By 6 April
<b>Date and time of next meeting: 9 June 2020 at 14:00 at BPR</b>			