



National Audit Office

## BOARD AGENDA

<b>Location:</b>	National Audit Office 15-197 Buckingham Palace Road, London SW1W 9SP
<b>Date:</b>	2 March 2020
<b>Time:</b>	12:00 – 14:00 Blue Mezz 0

<b>Members</b>		
Michael Bichard	MB	Chair, Non-Executive Member
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	C&AG	Comptroller and Auditor General (C&AG)
Daniel Lambauer	DL	Executive Director
Stephen Smith	SM	Executive Director
Max Tse	MT	Executive Director
<b>Attendees</b>		
Abdool Kara	AK	Executive Director
Elaine Lewis	EL	Executive Director
Kate Mathers	KM	Executive Director
Rebecca Sheeran	RS	Executive Director
Chloe Forbes	CF	Head of Strategy and Corporate Affairs
Jonny Mood	JM	Director Strategy & Innovation
Nigel Terrington	NT	Director Strategy & Performance
Tim Valentine	TV	Director Finance
Helene Morpeth	HM	Head of Governance and Risk

ITEM	AGENDA	PRESENTER/ TIMING	
<b>TRANSACTIONAL BUSINESS</b>			
1	<b>Welcome</b>	Chair	12:00-12:10 (10 mins)
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 23 January 2020 as an accurate record, and their publication on the external website.		
1.4	To approve the note of the Board strategy day held on 16 January 2020.		
1.5	<b>Matters arising</b> <ul style="list-style-type: none"> <li>○ <u>TPAC strategy hearing</u>: to note the meeting will be held on 24 March.</li> <li>○ <u>Chair succession</u>: to note that the advertisement for the next Chair was launched on 10 February. Closing dates for applications is 8 March.</li> <li>○ <u>Feed-back discussion with the Board</u>: to note that the Chair is in the process of completing his feed-back discussion with the non-executive and executive members of the Board.</li> </ul>		
1.6	<b>Action Log</b> To note progress on the Board action log.	C&AG	
1.7	<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	
1.8	<b>Update on latest developments with PAC and Parliament</b> To receive the Parliamentary verbal update since the last meeting.		
<b>STRATEGIC INSIGHT</b>			
2	<b>5-year NAO strategy</b>	C&AG	12:10:13:00 (50 mins)
2.1	<b>Purpose: approval</b> To approve the NAO 5-year strategy ahead of its submission to TPAC.		
<b>OPERATIONAL INSIGHT</b>			
3	<b>Organisational Development Plan</b>	C&AG	13:00-13:45 (45 mins)
3.1	<b>Purpose: support and advice</b> To discuss the proposed new structure and culture that will enable the delivery of the 5-year strategy.		
3.2	<b>Update on NAO's international work</b>	DL	13:45-13:55 (10 mins)
	<b>Purpose: for discussion and approval</b> To receive an update on working with the Department for International Development.		
<b>ANY OTHER BUSINESS</b>			
4.	<b>NAO corporate seal</b>	HM	13:55-14:00 (5 mins)
4.1	To note that the NAO seal has been applied to the lease to sub-let office space in zone Blue 3.		
4.2	<b>Feed-back</b> To provide feed-back on the Board meeting.	ALL	

<b>Date and time of next meeting: 26 March 2020 at 11:15 at BPR</b>			