



National Audit Office

NAO BOARD AGENDA

Location: National Audit Office
157-197 Buckingham Palace Road,
London SW1W 9SP - via conference call

Date: 29 January 2021

Time: 10:00 – 12:30

Members		
Dame Fiona Reynolds	FR	Chair
Sir Martin Donnelly	MD	Non-Executive Member
Janet Eilbeck	JE	Non-Executive Member
Gaenor Bagley	GB	Non-Executive Member
Dame Clare Tickell	CT	Non-Executive Member
Gareth Davies	GD	Comptroller & Auditor General
Daniel Lambauer	DL	Executive Director responsible for Strategy and Resources
Kate Mathers	KM	Executive Director responsible for Financial Audit service line
Rebecca Sheeran	RS	Executive Director responsible for Value for Money service line
Attendees		
Abdool Kara	AK	Executive Director responsible for People
Elaine Lewis	EL	Executive Director responsible for Financial Audit Quality Assurance
Max Tse	MT	Executive Director responsible for Knowledge
George Crockford	GC	Head of Reporting (item 5.1)
Vicky Cox	VC	Head of Facilities (item 3.2)
Chloe Forbes	CF	Head of Strategy and Corporate Affairs (item 3.1)
Catherine Hepburn	CH	Director ATP programme (item 2.1)
Helen Hodgson	HH	Audit Manager, VFP Quality Practice (item 2.2)
John McCann	JMcC	Director HR (item 4.1)
Colin Ross	CR	Director VFM Quality Practice (item 2.2)
Nigel Terrington	NT	Director Strategy
Tim Valentine	TV	Director Finance (items 3.1 and 5.1)
Angus Waugh	AW	Director Digital Services (item 2.1)
Helene Morpeth	HM	Head of Governance and Risk

ITEM	AGENDA	TIMING
TRANSACTIONAL BUSINESS		10:00-10:30 (30 mins)
1.1	Welcome	Chair
1.2	Apologies for Absence To receive any apologies for absence.	HM
1.3	Declarations of Interest To receive any changes to declarations of interest.	Chair
1.4	Approval of minutes To approve the minutes of the Board meeting held on 24 November 2020 as an accurate record, including the publication of the minutes on the external website.	Chair
1.5	Action Log To note progress on the Board action log.	HM
1.6	C&AG update To receive the C&AG's update since the last meeting.	C&AG
QUALITY		10:30-11:10 (40 mins)
2	Audit Transformation Programme To receive the outline business case for the Audit Transformation Programme and, if thought fit, to approve the next step in the programme.	KM
2.1		
2.2	VFM quality To receive the annual VFM quality report.	RS
FINANCE AND NATURAL RESOURCES		11:10-11:35 (25 mins)
3	Annual strategy update and estimate for 2021-22 To approve the annual strategy update and estimate for 2021-22, ahead of submission to the Public Accounts Commission evidence session in March 2021.	DL
3.1		
3.2	Facilities contracts To approve the tendering initiation process for the facilities contracts.	DL
PEOPLE		11:35-11:45 (10 mins)
4	Code of Conduct To approve the 2021 Code of Conduct.	AK
4.1		
BUSINESS REPORTS / GOOD GOVERNANCE		11:45-12:20 (35 mins)
5	Performance framework To receive the balanced scorecard to end December 2020.	DL
5.1		
5.2	Strategic risks To receive the strategic risk register to December 2020.	DL
5.3	Membership of Board Committees / SID appointment To receive a verbal update from the Chair on membership of the Board's committees including appointment to the role of SID.	Chair
		12:20-12:30

ANY OTHER BUSINESS		(10 mins)
6	Feed-back	
6.1	To provide feed-back on the Board meeting.	Chair
6.2	Date and time of next meeting 23 March 2021.	Chair