

## AGENDA

|  |  |
| --- | --- |
| **Location:** | National Audit Office157-197 Buckingham Palace Road, London SW1W 9SP - via conference call  |
| **Date:** | 8 June 2021 |
| **Time:** | 09:30 – 12:00  |

|  |
| --- |
| **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 |
| Abdool Kara | AK | Executive Director responsible for People  |
| Elaine Lewis | EL | Executive Director responsible for Financial Audit Quality Assurance |
| Attendees |
| Kate Mathers | KM | Executive Director responsible for Financial Audit service line  |
| Rebecca Sheeran | RS | Executive Director responsible for VFM service line  |
| Max Tse  | MT | Executive Director responsible for Knowledge  |
| Steven Corbishley | SC | Director, Compliance Quality Unit (item 4) |
| Maria-Christina Eskioglou | MCE | Audit Manager (item 3) |
| Abigail Marshall-Bailey | AB | Lead on Annual Report (item 2) |
| Sade Philipps | SP | Head of Finance and Procurement (items 2 & 5) |
| Susan Ronaldson | SR | Director Change and Engagement (item 3) |
| Nigel Terrington | NT | Director Strategy (items 2 & 5-6) |
| Tim Valentine | TV | Finance Director (items 2 & 5) |
| Rebecca Webb | RW | Lead on risk management (item 5) |
| Helene Morpeth | HM | Head of Governance and Risk (entire meeting) |

|  |  |  |
| --- | --- | --- |
| **ITEM** | **AGENDA** | **TIMING** |
| **TRANSACTIONAL BUSINESS** | **09:30-10:00**  |
| 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 |
| 1.41.5 | **Approval of minutes** To approve the minutes of the Board meeting held on 23 March 2021 as an accurate record, including the publication of the minutes on the external website.**Matters arising**To note that:* the 2021-24 Diversity & Inclusion strategy, informed by the comments from the Board, will be launched on 17 June; and
* the 2020-21 Diversity & Inclusion annual report, informed by the Board’s comments, is currently with the design team for completion.
 | Chair |
| 1.6 | **Action Log** To note progress on the Board action log.  | HM |
| 1.7 | **C&AG update**To receive the C&AG’s update since the last meeting.  | C&AG  |
| 1.8 | **Parliamentary update**To receive a verbal update on recent Parliament developments.  | AJ |
| **IMPACT** | **10:00-10:25** |
| 22.12.2  | **Annual Report and Accounts**Following initial discussion at the Board in March, to approve the 2020-21 Annual Report and Accounts for submission to the Public Accounts Commission. To inform the Board’s approval of Annual Report and Accounts, to receive the following assurance reports for information: 1. Audit Risk and Assurance committee (ARAC) annual report.
2. Remuneration and Nominations committee annual report.
3. Internal Audit annual report to the C&AG.
 | DL (15 mins) JE/CT/C&AG(10 mins)  |
| PEOPLE | **10:25-10:45** |
| 33.1  | Staff survey To receive the first cut of the staff survey results and discuss next steps.   |  AK / DL (20 mins) |
| QUALITY | **10:45-10:55**  |
| 44.1 | Transparency ReportTo approve the outline 2020-21 Transparency Report which will be updated following the outcome of the Audit Quality Review inspection.  | EL (10 mins) |
| BUSINESS REPORTS / STRATEGIC RISK REGISTER | **10:55-11:25** |
| 55.15.2 | **Performance framework** To discuss the results in the balanced scorecard to end April.  **Strategic risks**To receive the April strategic risk register and note the proposed approach and timeline for including risk appetite and tolerances in NAO’s risk management processes. |  DL (15 mins)DL (15 mins)  |
| **GOVERNANCE** | **11:25-11:50** |
| 66.16.26.3  | **Code of Audit Practice between C&AG and NAO**To discuss the approach to the update of the Code of Practice.**Board objectives** To agree, if thought fit, the Board objectives for 2021-22**External audit contract**To consider the recommendation from ARAC in relation to the external audit contract.  | Chair/C&AG(10 minis) Chair(10 mins)JE (5 mins)  |
| **ANY OTHER BUSINESS** | **11.50-12.00** |
|  |
| 77.17.2  | Feed-back and reflectionsTo provide feed-back on the quality of Board papers and discussion. Date of next meetingTo note 27 July 2021.  |  Chair (10 mins) Chair  |