



National Audit Office

AGENDA

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

Date: 27 July 2021

Time: 10:15 – 12:45

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
Jon Bayliss	JB	Senior Analyst, Strategy (item 6)
Claire Blackburn	CB	Project Manager, Facilities (item 2)
Vicky Cox	VC	Head of Facilities (item 2)
Dan Gluckman	DG	Senior Digital communications manager (item 5.1)
Catherine Hepburn	CH	Director ATP (item 4)
Adrian Jenner	AJ	Director Parliamentary relations (item 1.8)
Hannah McNicholl	HMcN	Director External Relations (item 5)
Nigel Terrington	NT	Director Strategy (items 6 & 7)
Sade Phillips	SP	Head of Finance and Procurement (item 7)
Saria Usman	SU	Head of Reporting, Finance team (item 7)
Tim Valentine	TV	Director Finance (item 3.3 and 7)
Rebecca Webb	RW	Lead on risk management (item 7)
Helene Morpeth	HM	Head of Governance and Risk (entire meeting)

ITEM	AGENDA	TIMING
TRANSACTIONAL BUSINESS		10:15-10:45
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 8 June 2021 as an accurate record, including the publication of the minutes on the external website.	Chair
1.5	Matters arising To note that the: <ul style="list-style-type: none"> • 2020-21 Annual Report and Accounts was laid in Parliament on 21 June and published on the external website on 22 June; • 2020-21 Diversity & Inclusion Annual Report was published on 7 July; and • 2020-21 Transparency Report is scheduled for publication on 28 July. 	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 including an update on the Parliamentary engagement plan.	AJ
FINANCE AND NATURAL RESOURCES		10:45-11:10
2	External VFM review on NAO's strategy investments	
2.1	To receive the 2021 external review and agree its submission to the Public Accounts Commission.	DL (10 mins)
2.2	Net zero To receive and, if thought fit, approve the net zero carbon strategic investment case.	DL (15 mins)
PEOPLE		11:10-11:25
3	Health, Safety and Wellbeing	
3.1	To receive the 2020-21 Health, Safety and Wellbeing annual report.	DL (10 mins)
3.2	To approve the update to the Health, Safety and Wellbeing policy statement.	
3.3	Modern Slavery Statement To approve the 2020-21 Modern Slavery Statement for publication on NAO's external website.	DL (5 mins)
QUALITY		11:25-11:45
4	Audit Transformation Programme (ATP)	
4.1	To receive an update on the ATP.	KM (20 mins)

DELIVERY		11:45-12:00
5 5.1	External website redevelopment To discuss and agree next steps on the website re-development project.	DL (15 mins)
IMPACT		12:00-12:15
6 6.1 6.2	Strategic foresight To agree two strategic theme options for further consideration. To comment on the outline Board strategy day.	DL (15 mins)
BUSINESS REPORTS / STRATEGIC RISK REGISTER		12:15-12:30
7 7.1	Performance framework To discuss the results in the balanced scorecard to end June.	DL (10 mins)
7.2	Strategic risks To receive the June risk register highlights note.	DL (5 mins)
GOVERNANCE		12:30-12:35
8 8.1	Board external evaluation To agree the approach, and next steps, for the Board's external evaluation in 2020-21.	Chair (5 mins)
ANY OTHER BUSINESS		12.35-12.45
9 9.1	Feed-back and reflections To provide feed-back on the quality of Board papers and discussion.	Chair (10 mins)
9.2	Date of next meeting To note the strategy day will take place on 1 October. The next Board meeting will be held on 2 November 2021.	