



National Audit Office

NAO BOARD AGENDA

Board meeting – Financial year 2017-18

Room: Blue Mezz 1
Location: National Audit Office
157-197 Buckingham Palace Road
London, SW1W 9SP
Date: Thursday 22 March 2018
Time: 14:30-16:30

Members		
Michael Bichard	MB	Chair
Amyas Morse	C&AG	Comptroller and Auditor General (C&AG)
Rob Sykes	RSy	Non-Executive Member
Janet Eilbeck	JE	Non-Executive Member
Clare Tickell	CT	Non-Executive Member
Ray Shostak	RShy	Non-executive Member
Daniel Lambauer	DL	Executive Member, Strategy and Operations
Rebecca Sheeran	RShn	Executive Member, VFM
John Thorpe	JT	Executive Member, Financial
Attendees		
Kate Mathers	KM	Executive Leader, Financial
Max Tse	MT	Executive Leader
Abdool Kara	AK	Executive Leader, VFM Local Services
Stephen Smith	SS	Executive Leader, Financial
Chloe Forbes	CF	Head of Corporate Affairs, Governance, and Strategy
Helene Morpeth	HM	International Liaison and Governance Manager
Tim Valentine	TV	Director, Finance
Adrian Jenner	AJ	Director Parliamentary Relations
Mark Allen	MA	Head of Legal and Policy
John McCann	JMc	Director, Human Resources
Joshua Reddaway	JR	Director, Mass Market Operations
Emma Willson	EW	Audit Manager, Delivering Major Projects
Hafsa Khan	HK	Board Secretary
Martin Smith	MS	Independent member of Audit Committee (observer)

ITEM	AGENDA	PRESENTER/ TIMING	
TRANSACTIONAL BUSINESS			
1	Welcome - To note the Chair's Letters Patent which reappointments Lord Bichard to the Board for a further three years.	Chair	14:30-14:45
1.1	Apologies for Absence		
1.2	Declarations of Interest		
1.3	Minutes of the meeting of 18 January 2018 To approve the Minutes of the last meeting held 18 January 2018 as an accurate record, and for their publication on the external website.		
1.4	Matters Arising - To note the approval of the NAO Estimate 2018-19 via online correspondence. - To note reflections on the training received from Microsoft on Office 365.		
1.5	Action Log To receive the actions from the last meeting.		
1.6	Update from C&AG	C&AG	
1.7	Update on latest developments with PAC and Parliament	AJ	
GOOD GOVERNANCE			
2	Audit Committee Update <i>Purpose: Information and approval</i>	JE	14:45-14:55
2.1	To receive an update from the last Audit Committee held on 27 February 2018.	Paper	
3	Remuneration and Nomination Committee Update <i>Purpose: Information and approval</i>	RShy	14:55-15:05
3.1	To receive a verbal update from the Remuneration and Nomination Committee meeting held on 22 March 2018.	Verbal	
4	Review of the non-executive directors roles on Committees <i>Purpose: Approve</i>	Chair	15:05-15:10
4.1	To appoint the non-executive director roles on the Board committees following the re-appointment of Ray Shostak and Rob Sykes, and the appointment of Clare Tickell. The Chair will report verbally.		
5	NAO Board compliance of Terms of Reference <i>Purpose: Support and Advice</i>	Chair	15:10-15:15
5.1	To note the Board's Terms of Reference and its compliance during 2017-18.		

6	Number of NAO Board meetings & Programme of work <i>Purpose: Approve</i>	Chair	15:15-15:20
6.1	To agree the number of Board meetings per year as agreed at the Board meeting in June 2017.		
6.2	To approve the NAO Board's programme of work for the financial year 2018-19.		
7	Annual Report and Accounts and Transparency Report 2017-18 <i>Purpose: Information</i>	HM	15:20-15:25
7.1	To receive the plan for the production of the 2017-18 Annual Report and Accounts and Transparency Report.		
8	Business Report and Risk Register <i>Purpose: Support and Advice</i>	MA, JMc, TV	15:25-15:35
8.1	To receive this month's Business Report, and risk register for information and comment.		
9	General Data Protection Regulation Update <i>Purpose: Information</i>	MA, JMc	15:35-15:45
9.1	To update the Board on the NAO's arrangements to the General Data Protection Regulation.		
OPERATIONAL INSIGHT			
10	Operational Planning 2018-19 <i>Purpose: Information</i>	CF, TV	16:00-16:10
10.1	To update the Board of the progress of the NAO's operational planning 2017-18 which includes the NAO Work Programme for 2018-19.		
STRATEGIC BUSINESS			
11	Strategic Discussion – Contract and Commercial management <i>Purpose: Support and Advice</i>	JR, MT, EW	16:10-16:30
11.1	To discuss the contract and commercial management work at the NAO.		
ANY OTHER BUSINESS			
Date and time of next meeting: Thursday 19 April 2018, 14:30-16:30			