



National Audit Office

NAO BOARD AGENDA

Location: National Audit Office
15-197 Buckingham Palace Road, London
SW1W 9SP - via conference call

Date: 27 October 2020

Time: 14:00 – 16:30

Members

Michael Bichard	MB	Chair
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	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
Max Tse	MT	Executive Director responsible for Knowledge
George Crockford	GC	Head of Reporting (item 4)
Chloe Forbes	CF	Head of Strategy and Corporate Affairs
Tania Khan	TK	Deputy Head Procurement (item 2)
Sade Phillips	SF	Head of Finance and Procurement (items 2-3)
Nick Todd	NT	Director, Financial Audit Development and Operations (item 2)
Tim Valentine	TV	Director Finance (items 2-4)
Helene Morpeth	HM	Head of Governance and Risk

*To note the formal business of the Board will be preceded by a lunchtime consultation with the non-executives **on shaping the NAO's diversity and inclusion strategy.***

ITEM	AGENDA	PRESENTER/ TIMING	
TRANSACTIONAL BUSINESS			
1.1	Welcome	Chair	14:00 – 14:05 (5 mins)
1.2	Apologies for Absence To receive any apologies for absence.		
1.3	Declarations of Interest To receive any changes to declarations of interest.		
1.4	Approval of minutes To approve the minutes of the Board meetings held on 30 July 2020 as an accurate record, including publication on the external website.		
1.5	To approve the note of the Board strategy day held on 8 September 2020.		
1.6	Matters arising - To note proposed next steps following the presentation of NAO's strategic foresight capability at the Board strategy day in September. - To note reflections from the TPAC estimate hearing held on 20 October	DL/ CF	14:05-14:10 (5 mins)
		Chair / C&AG	14:10-14:15 (5 mins)
1.7	Action Log To note progress on the board action log.	HM	14:15-14:20 (5 mins)
1.8	Update from the Comptroller and Auditor General (C&AG) including latest developments with PAC and Parliament To receive the C&AG's update since the last meeting including latest developments on NAO's response to Covid-19.		14:20-14:45 (25 mins)
DELIVERY			
2	NAO's strategic contracts <i>Purpose: approval</i>	DL / KM	14:45-14:55 (10 mins)
2.1	To seek Board approval, if thought fit, to begin a competitive procurement process to secure the provision of financial audit services for the 2021-22 audit cycle.	DL	14:55-15:05 (10 mins)
2.2	To seek Board approval, if thought fit, to retender the Enterprise Resource Platform.		
FINANCE AND NATURAL RESOURCES			
3	NAO's finance function	DL / TV	15:05-15:15 (10 mins)
3.1	<i>Purpose: approval ahead of submission to TPAC</i> To receive the external auditor's review of NAO's finance function, including management's response to actions for improvement.		

GOOD GOVERNANCE			
4	Balanced scorecard and risk register <i>Purpose: information and discussion</i>	DL / GC	15:15-15:35 (20 mins)
4.1	To receive the balanced scorecard to end September 2020 for information and comment.		
4.2	NAO's strategic risks <i>Purpose: information and discussion</i> To receive the risk register to September 2020, for information and comment.	DL / HM	
5	Alignment of NAO's governance with the code of good governance for central government departments <i>Purpose: information and discussion</i>	DL / HM	15:35-15:40 (5 mins)
5.1	To receive the findings from the review of NAO's alignment with the code of good governance for central government departments.		
6	Board's ongoing development <i>Purpose: information and discussion</i>		
6.1	To receive a verbal update on the proposed action plan for the Board's ongoing development informed by the findings from the 'ways of working' session at the Board strategy day.	Chair / HM	15:40-15:50 (10 mins)
ANY OTHER BUSINESS			
7	NED succession		
7.1	<i>Purpose: information</i> To receive a verbal update on the NED succession campaign.	CT / JE	15:50-15:55 (5 mins)
7.2	Committee update <i>Purpose: information</i> - To receive a verbal update on the RemCo meeting held on 27 October in the morning. - To receive a verbal update on the ARAC meeting held on 7 October.	CT JE	15:55-16:05 (10 mins)
7.3	Covid-19: operational response To receive a verbal update on NAO's operational response to Covid-19.	DL	16:05-16:15 (10 mins)
7.4	Feed-back To provide feed-back on the Board meeting including the lunchtime engagement on the refresh of NAO's diversity and inclusion strategy.	Chair	16:15-16:20 (5 mins)
7.5	Date and time of next meeting To note the next meeting will take place on 24 November 2020 at 14:00.	Chair	16:20