NAO BOARD AGENDA

Location:	National Audit Office
	15-197 Buckingham Palace Road, London
	SW1W 9SP - via conference call
Date:	30 July 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
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 4.1)
Chloe Forbes	CF	Head of Strategy and Corporate Affairs
Catherine Hepburn	CH	Director (item 3.2)
Adrian Jenner	AJ	Director Parliamentary Relations (item 1.8)
Tania Khan	TK	Deputy Head of Procurement (item 3.2)
Sade Phillips	SP	Head of Finance and Procurement (item 3.2)
Helen Smith	HS	Contractor, (item 3.2)
Tim Valentine	TV	Director Finance (items 3.2 and 4.1)
Angus Waugh	AW	Director Digital Services (item 3.1)
Helene Morpeth	HM	Head of Governance and Risk

To note the formal business of the Board will be preceded by a lunchtime briefing for the non-executives on the audit software review project.

ITEM	AGENDA	PRESENTER/ TIMING	
TRANSACTIONAL BUSINESS			
1.1	**Welcome**	Chair	14:00 – 14:10 (10 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 9 June 2020 as an accurate record, including publication on the external website.		
1.5	**Matters arising** a. To note the approval of the motion in Parliament on 1 July 2020 to appointment Dame Fiona Reynolds as the next Chair from 10 January 2021. b. To note that the NAO Annual Report and Accounts was laid in Parliament on 22 June 2020 and published on NAO's external website on 23 June 2020. c. To note the publication on the NAO's external website of the following publications: - 2019-20 Diversity & Inclusion Annual Report on 30 July; and - 2019-20 Transparency Report on 30 July.		
1.6	**Action Log** To note progress on the board action log.		
1.7	**Update from the Comptroller and Auditor General (C&AG)** To receive the C&AG's update since the last meeting.		14:10-14:25 (15 mins)
1.8	**Update on latest developments with PAC and Parliament** To receive the Parliamentary verbal update since the last meeting.		14:25-14:35 (10 mins)
People			
2 2.1	**Gender pay gap** ***Purpose: advice and discussion*** To discuss options to reduce the gender pay gap from 2020 onwards.	AK	14:35-14:50 (15 mins)
2.2	**Staff survey** ***Purpose: advice and discussion*** To discuss a new approach to measuring staff engagement.	AK	14:50-15:00 (10 mins)
FINANCE AND NATURAL RESOURCES			

3 3.1	**Digital Plan 2020-2022** ***Purpose: advice and discussion*** To receive the revised digital plan 2020-2022 updated to reflect ODP priorities and Covid-19 implications. In addition to receive the external review of the digital plan and proposed response to the external review recommendations.	DL	15:00-15:15 (15 mins)
3.2	**Framework for tender initiation and contract governance framework** ***Purpose: advice and discussion*** To receive a paper setting a framework for tender initiation and contract approval including future pipeline of contracts requiring Board approval. Against this context the Board is invited to approve two following contracts:	DL	15:15-15:20 (5 mins)
	i. Audit Transformation Programme ***Purpose: advice and approval*** To review and approve the strategic outline business case for the Audit Transformation Programme	KM	15:20-15:35 (15 mins)
	ii. Legal services tender ***Purpose: advice and approval*** To review and approve the re-procurement of legal services provision in accordance with this business case.	DL	15:35-15:40 (5 mins)
3.3	The note, for information, the outcome of the following tenders:		
	iii. HR agency tender ***Purpose: information*** Contract recommendation report following the Board's approval of the HR agency tender at its meeting on 26 March 2020.	DL	For information
	iv. **Procurement of professional support for the Audit Transformation Programme** ***Purpose: information*** Contract recommendation report following the Board's endorsement of the approach to the ATP at its in November 2019.	KM	For information
	GOOD GOVERNANCE		
4 4.1	**Balanced scorecard and risk register** ***Purpose: information and discussion*** To receive a follow up paper on the approach to the balanced scorecard including the balanced scorecard results for June.	DL	15:40-15:50 (10 mins)
4.2	To receive the risk register to June 2020, for information and comment.		15:50-16:00 (10 mins)
5 5.1	**NED succession planning / next Chair induction arrangements** ***Purpose: information and discussion*** To receive an update on the NED succession campaign including outline plan for the next Chair's induction.	Chair	16:00-16:15 (15 mins)
6 6.1	**Board – forward programme** ***Purpose: information and discussion*** To receive the outline Board programme for 2020-21 including outline agenda for the Board strategy day on 8 September 2020.	HM	16:15-16:20 (5 mins)

ANY OTHER BUSINESS			
7 7.1	**Feed-back** To provide feed-back on the Board meeting including the lunchtime briefing on the audit software review project.	Chair	16:20-16:25 (5 mins)
7.2	**Date and time of next meeting** To note the Board strategy day will take place on 8 September. To note the next formal business meeting will take place on 29 October 2020.	Chair	