



National Audit Office

## NAO BOARD AGENDA

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

**Date:** 23 January 2020

**Time:** 14:00 – 16:30 Blue Mezz 1

Members		
Michael Bichard	MB	Chair, Non-Executive Member
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	C&AG	Comptroller and Auditor General (C&AG)
Daniel Lambauer	DL	Executive Member
Stephen Smith	SM	Executive Member
Max Tse	MT	Executive Member
Attendees		
Abdool Kara	AK	Executive Leader, Local public services
Kate Mathers	KM	Executive Leader, Financial Audit
Katie Clifford	KC	Head of HR Policy and Services
George Crockford	GC	Head of Reporting
Chloe Forbes	CF	Head of Strategy and Corporate Affairs
Adrian Jenner	AJ	Director Parliamentary Relations
John McCann	JMcC	Director HR
Susan Ronaldson	SR	Director Change and Engagement
Tim Valentine	TV	Director Finance
Helene Morpeth	HM	Head of Governance and Risk

ITEM	AGENDA	PRESENTER/ TIMING	
TRANSACTIONAL BUSINESS			
1	<b>Welcome</b>	Chair	14:00-14:20 (20 minutes)
1.1	<b>Apologies for Absence</b> To note that apologies for absence have been received from Stephen Smith and Clare Tickell.		
1.2	<b>Declarations of Interest</b>		
1.3	<b>Approval of minutes</b> To approve the minutes of the meeting held on 21 November 2019 as an accurate record, and their publication on the external website.		
1.4	<b>Matters arising</b> <ul style="list-style-type: none"><li>To note that the TPAC strategy hearing to approve the NAO strategy 2020-2021 is likely to take place at the end February 2020 following the appointment of the new members earlier in February.</li><li>To note that Rob Sykes, in his capacity as Senior Independent Director, has completed the annual appraisal of the Chair.</li><li>To note that Helene Morpeth has been appointed as Head of Governance and Risk following an open competition concluded in December 2019.</li></ul>	C&AG	
1.5	<b>Action Log</b> To note progress on the board action log.		
1.6	<b>Update from the Comptroller and Auditor General (C&amp;AG)</b> To receive the C&AG's update since the last meeting.	AJ	
1.7	<b>Update on latest developments with PAC and Parliament</b> To receive the Parliamentary verbal update since the last meeting.		
STRATEGIC INSIGHT			
2	<b>New Parliamentary landscape</b>	AJ	14:20-14:35 (15 minutes)
2.1	<b><i>Purpose: advice and comment</i></b> To consider the parliamentary relations strategy in light of the strategic review and the outcome of the general election.		
OPERATIONAL INSIGHT			
3	<b>People survey results</b>	SR	14:35-15:05 (30 minutes)
3.1	<b><i>Purpose: support and advice</i></b> To discuss the results and findings from the 2019 people survey results.		
GOOD GOVERNANCE			
4	<b>Code of Conduct</b>	JMcC / KC	15:05-15:15 (10 minutes)
4.1	<b><i>Purpose: information and approval</i></b> To approve the Code of Conduct for 2020.		
5	<b>Gender pay gap report</b>	JMcC /KC	15:15-15:30 (15 minutes)
5.1	<b><i>Purpose: information and discussion</i></b> To receive the 2019 gender pay gap report for review ahead of its publication in March 2020.		

6 6.1	<b>Business Reports and risk register</b> <i><b>Purpose: information and discussion</b></i> To receive the business reports to 31 December 2019, for information and comment.	TV/ GC / JMcC/ HM	15:30-15:50 (20 minutes)
7 7.1	<b>Manned Guarding and Reception contract</b> <i><b>Purpose: information and approval</b></i> To agree, if thought fit, to extend the contract for NAO’s manned guarding and reception for a full two-year extension effective from 1 April 2020 to 31 March 2022.	TV	15:50-16:00 (10 minutes)
8 8.1	<b>Annual Report and Accounts</b> <i><b>Purpose: information and discussion</b></i> To receive a verbal update on the timeline for completion of the 2019-20 Annual Report and Accounts including associated corporate publications.	CF	16:00-16:05 (5 mins)
9 9.1	<b>Audit Committee</b> <i><b>Purpose: Information</b></i> To receive the draft Audit Committee minutes held on 10 December 2019.	JE	16:05-16:10 (5 minutes)
ANY OTHER BUSINESS			
10 10.1	<b>Chair succession</b> To receive a verbal update on the Chair succession campaign.	HM	16:10-16:30 (20 mins)
10.2	<b>Protocol for use of NAO seal</b> To receive a verbal update on the use of the NAO seal.		
10.3	<b>Board calendar</b> To note the Board calendar in 2020, including dates of key events in the NAO calendar.		
10.4	<b>Feed-back</b> To provide feed-back on the Board strategy day, the Board meeting and the non-executive lunchtime briefing.	Chair	
10.5	To propose topics for future Board lunchtime briefings.	ALL	
Date and time of next meeting: 26 March 2020 at 14:00 at BPR			