National Audit Office

BOARD AGENDA

Date: 1 February 2022

Time: 10:00 – 12:30

Location: National Audit Office

15-197 Buckingham Palace Road, London SW1W 9SP – BM1 and via conference call

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
Abdool Kara	AK	Executive Director, People
Daniel Lambauer	DL	Executive Director, Strategy and Resources
Elaine Lewis	EL	Executive Director, Financial Audit Quality
Attendees		
Kate Mathers	KM	Executive Director, Financial Audit Service Line
Rebecca Sheeran	RS	Executive Director Value For Money Service Line
Max Tse	MT	Executive Director, Knowledge
Katie Clifford	KC	Head of HR Policy and Services (item 4)
Dan Gluckman	DG	Senior Digital Communications Manager (item 5)
Adrian Jenner	AJ	Director Parliamentary Relations (item 1.7)
John McCann	JMcC	Director HR (item 4)
Hannah McNicoll	HMcN	Director External Relations (item 5)
Benjamin Peters	BP	Head of External Communications (item 5)
Sade Phillips	SP	Head of Finance and Procurement (item 4 and 6)
Susan Ronaldson	SR	Director Audit Transformation Programme (item 2)
Helen Smith	HS	Specialist contractor (item 2)
Nigel Terrington	NT	Director Strategy (items 3 and 6)
Tim Valentine	TV	Director Finance (items 3 and 6)
Polly von der Becke	PvdB	Head of HR Policy and Services (item 4)
Saria Usman	SU	Head of Reporting (item 6)
Angus Waugh	AW	Director Digital Services (item 2)
Rebecca Webb	RW	Lead on Risk Management (item 6)
Helene Morpeth	HM	Head of Governance and Risk
Observer		
Paul George	PG	Partner, Board Excellence

ITEM	AGENDA	TIMING
	TRANSACTIONAL BUSINESS	**10:00-10:30**
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 14 December 2021 as an accurate record, including the publication of the minutes on the external website.	Chair
1.5	**Action Log** To note progress on the board action log.	HM
1.6	**C&AG update** To receive the C&AG's update since the last meeting.	C&AG
1.7	**Parliamentary update** To receive a verbal update on latest developments in Parliament	AJ
	QUALITY	**10:30-10:50**
2 2.1	**Audit Transformation Programme (ATP)** To receive and, if thought fit, to approve the ATP business case.	KM
	FINANCE AND NATURAL RESOURCES	**10:50-11:10**
3 3.1 3.2 3.3	**Approval of documents for submission to the Public Accounts Commission (TPAC)** **2022-23 NAO Strategy update and Estimate** To approve the 2022-23 NAO Strategy update and Estimate. To note the NAO PCS Branch pay claim for 2022-23. **Code of Practice between the C&AG and the NAO** To approve the Code of Practice between the C&AG and the NAO.	 DL DL
	PEOPLE	**11:10-11:35**
4 4.1 4.2	**Review of NAO's pay framework** To advice on the next steps on the review of the pay framework. **NAO health service contracts** To receive and, if thought fit, to approve the business case for the health service contracts.	AK DL

	IMPACT	**11:35-11:50**
5 5.1	**External website** To receive the business case for the next step on the external website development.	DL
	BUSINESS REPORTS / GOOD GOVERNANCE	**11:50-12:25**
6 6.1 6.2 6.3	**Performance framework** To receive the balanced scorecard to end December 2021. **Strategic risks** To receive the strategic risk register to December 2021. **Non-executive succession** To consider the next steps to fill the non-executive vacancy effective from 19 October 2022.	DL DL Chair
	ANY OTHER BUSINESS	**12:25-12:30**
7 7.1 7.2	**Feed-back and reflections** To provide feed-back on the meeting of the Board. **Date and time of next meeting** To note the next Board meeting will be held on 24 March 2022.	 Chair Chair