



Meeting of the Board
to be held at
the National Audit Office, Blue Mezzanine 7
157 Buckingham Palace Road, London SW1W 9SP
on
3 December 2010 at 1.30pm

AGENDA

Members		
Andrew Likierman	AL	Chair
Ruth Evans	RE	Non-Executive Member
Richard Fleck	RF	Non-Executive Member
Paula Hay-Plumb	PHP	Non-Executive Member
Mary Keegan	MK	Non-Executive Member
Amyas Morse	AM	Comptroller and Auditor General (C&AG)
Michael Whitehouse	MW	Chief Operating Officer
Gabrielle Cohen	GC	Assistant Auditor General
Ed Humpherson	EH	Assistant Auditor General
Attendees		
Mark Allen	MA	Interim Head of Governance
Jim Rickleton	JR	Director General, Finance & Commerce
Simon Henderson	SH	Head of Performance & Delivery
Marcial Boo	MB	Director, Strategy, Knowledge & Communications

1	Apologies for Absence	Chair	1.30- 1.45pm
2	Declarations of Interest	Chair	
3	<p>Minutes of the meeting of 19 October 2010</p> <p><i>To approve the Minutes of the last meeting as an accurate record and their publication on the website.</i></p> <p>Action Points - to receive an update on and note the outstanding Action Points.</p> <p>Matters Arising and Update from C&AG – to raise any Matters Arising and receive an update from the C&AG.</p>	<p>Chair</p> <p>Chair</p> <p>Chair & C&AG, paper</p>	

4	Business report and risk report		
4.1	<i>To receive the business report and monthly risk exception report.</i>	JR & SH paper	1.45- 1.55pm
5	Six-month review of Risk Framework		
5.1	<i>To provide an oral update on the Audit Committee's preliminary views on Management's proposals for a review of the Risk Framework following its first six months in operation.</i>	MK oral	1.55- 2.15pm
6	Moderated feedback		
6.1	<i>To receive a report on the moderated feedback exercise.</i>	GC, MB paper	2.15pm- 2.35pm
7	Business plan		
7.1	<i>To receive an update on arrangements for the 2011-12 business plan.</i>	MW paper	2.35- 2.45pm
8	Staff Survey results		
8.1	<i>To receive a report on the results of the 2010 NAO staff survey.</i>	GC, MB paper	2.45- 3.05pm
9	Disclosure of minutes and constitutional documents		
9.1	<i>To discuss the disclosure of minutes and constitutional documents on the NAO website.</i>	Board Secretary paper	3.05- 3.15pm
10	Recommendation from Audit Committee on external auditor		
10.1	<i>To receive the Audit Committee's recommendation on the preferred firm to supply external audit services to the NAO, and to agree the firm's onward recommendation to the Public Accounts Commission (supported by: paper on selection process, draft letter to TPAC – provided for info)</i>	MK oral	3.15- 3.25pm
11	Any other business		
	<ul style="list-style-type: none"> • <i>To receive the Annual Diversity Report 2009-10</i> • <i>To receive a briefing on skills</i> • <i>To note the draft minutes of the 19 October Remuneration Committee</i> 	Chair	3.25- 3.30pm
	Date and time of next meeting		
	Tuesday 18 January 2011 at 1.30pm	Chair	

The Non-Executive Members' Pre-Board Meeting will be held at 1pm.