



National Audit Office

Meeting of the Board  
to be held at  
the National Audit Office, Blue Mezzanine 7  
157 Buckingham Palace Road, London SW1W 9SP  
on  
23 February 2012 at 13:30

<b>AGENDA</b>		
<b>Members</b>		
Andrew Likierman	AL	Chair
Amyas Morse	AM	Comptroller and Auditor General (C&AG)
Gabrielle Cohen	GC	Assistant Auditor General
Ruth Evans	RE	Non-Executive Member
Richard Fleck	RF	Non-Executive Member
Paula Hay-Plumb	PHP	Non-Executive Member
Ed Humpherson	EH	Assistant Auditor General
Mary Keegan	MK	Non-Executive Member
Michael Whitehouse	MW	Chief Operating Officer
<b>Attendees</b>		
Ruth Brutnall	RB	Board Secretary
Marcial Boo	MB	Director of Strategy, Knowledge and Communications (Item 4)
Sally Howes	SH	Director, IT Systems and Analysis (Item 8)
David Kellett	DK	Head of HR Policy (Item 7)
Jim Rickleton	JR	Director General Finance and Commerce (Item 4 & 5)

1	<b>Apologies for Absence</b>	Chair	
2	<b>Declarations of Interest</b>	Chair	
<b>Good Governance: 'New' NAO Board Preparatory Work</b>			
3	<b>Budget Responsibility &amp; National Audit Act: Preparatory Work</b>		
3.1	<u>Appointment of Executive Members</u> <i>To note the appointment of the non-executive members of the Board by TPAC, and to <b>consider and approve</b> the appointments of the executive members of the Board</i>	C&AG, paper	13.30- 13.45

3.2	<u>Approval of Constitutional Documents</u>  <i>To <b>consider and approve</b> the following documents as the NAO Board's constitutional documents and pre-procedural rules, for submission to TPAC for approval:</i> <ul style="list-style-type: none"> <li>• <i>Board Code of Practice</i></li> <li>• <i>Board Terms of Reference</i></li> <li>• <i>Schedule of Matters Reserved for the Board</i></li> <li>• <i>Board Standing Orders</i></li> </ul>	GC, paper	
4.	<b>Managing Our Resources: NAO Estimate and Business Plan for 2012-13</b>		
4.1	<i>To <b>receive and approve</b> the Estimate for 2012-13 for submission to TPAC, in advance of the hearing on 13 March.</i>	JR, paper	13.45-14.15
4.2	<i>To consider the draft Business Plan for <b>comment</b>.</i>	MB, paper	
<b>Good Governance</b>			
5	<b>Business Management Report &amp; Risk Report</b>		
5.1	<i>To <b>receive</b> the business management report and risk report for <b>information and comment</b>.</i>	JR & RB, paper	14.15-14.25
6	<b>Minutes of the meeting of 24 January 2012 - to approve the Minutes of the last meeting as an accurate record and their publication on the website.</b>  <b>Action Points - to receive an update on and note the outstanding Action Points.</b>  <b>Matters Arising and Update from C&amp;AG - to raise any Matters Arising and receive an update from the C&amp;AG</b>  <b>Audit Committee - to receive an update on the business of the Audit Committee which met on 23<sup>rd</sup> February at 11:00</b>	C&AG, paper   MK, paper	14.25-14.45
7	<b>Diversity Strategy</b>		
7.1	To consider and approve the NAO's diversity strategy	DK, paper	14.45-15.00
<b>Support &amp; Advice</b>			
8	<b>Delivering Our Strategy: Developing the NAO's ICT Capability</b>		
8.1	<i>To receive an update on the development of the NAO's ICT capability.</i>	SH, paper	15.00-15.20

9	<b>Any Other Business</b>		
9.1	To receive the following for information: <ul style="list-style-type: none"> <li>• Bribery Act Update</li> </ul>	Chair	15.20-15.30
	<b>Date and time of next meeting</b>		
	Thursday 29 <sup>th</sup> March at 13:30	Chair	