



Meeting of the Board  
to be held at  
the National Audit Office, Blue Mezzanine 7  
157 Buckingham Palace Road, London SW1W 9SP  
on 28 July 2014 at 13.30

<b>AGENDA</b>
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<b>Members</b>		
Andrew Likierman	AL	Chair
Amyas Morse	AM	Comptroller and Auditor General (C&AG)
Gabrielle Cohen	GC	Executive Leader
Naznin Coker	NC	Non-Executive Member
Gillian Guy	GG	Non-Executive Member
Paula Hay-Plumb	PHP	Non-Executive Member
Mary Keegan	MK	Non-Executive Member
Michael Whitehouse	MW	Chief Operating Officer
John Thorpe	JT	Executive Leader
<b>Attendees</b>		
Toni Whitby	TW	Interim Board Secretary
Gurdip Juty	GJ	Financial Controller (Item 2)
<i>John McCann</i>	JMcC	Director, HR (Item 4 & 5)
<i>Nikki Measures</i>	NM	Diversity (Item 4)
<i>Sally Howes</i>	SH	Leadership Team (Item 6)

<b>TRANSACTIONAL BUSINESS</b>			
1	<b>Objective Area: Good Governance</b>		13.30-14.00
1.1	<b>Apologies for Absence</b>	Chair	
1.2	<b>Declarations of Interest</b>	Chair	
1.3	<b>Minutes of the meeting of 15 May 2014</b> To approve the Minutes of the last meeting as (a) an accurate record; and (b) their publication on the website	Chair <i>(paper)</i>	
1.4	<b>Action Points</b> To receive an update on and note the outstanding Action Points	Chair <i>(paper)</i>	
1.5	<b>Matters Arising</b> At the Board Meeting on 15 May the replacement ERP was discussed and further information was circulated to the Board on 13 June 2014. A conference call was held on 26 June to discuss alignment with NAO Strategy and IT Strategy (attached note of call). The Board <b>approved</b> the Business Case for ERP on <b>26 June</b> . The minutes to show the Board's approval.	Chair <i>(paper)</i>	
1.6	<b>Update from C&amp;AG</b> Update from the C&AG	C&AG <i>(paper)</i>  GC, oral	

1.7	<b>Update on the latest developments with PAC and Parliament</b> Oral Update		
1.8	<b>Update of Audit Committee</b> Update from the Chair of the Audit Committee from earlier Committee meeting	GG (paper)	
1.9	<b>Update of Remunerations &amp; Nominations Committee</b> Oral update from the Chair of Remco from earlier Committee meeting	PHP, oral	
2	<b>Objective Area Good Governance Business Report and Risk Report</b>		14.00-14.10
2.1	To receive the Q1 (April-June) Management Accounts	GJ (paper)	
2.2	To receive the Risk Report	GJ (paper)	
<b>STRATEGIC BUSINESS</b>			
3	<b>Objective Area: Use of Resources Quarter 1 Accountability Review</b> Quarterly performance report: reflecting the new form of performance report	MW (paper)	14.10-14.20
4	<b>Objective Area: Use of Resources NAO Staff   Diversity</b> To consider diversity within the NAO	GC   NM (paper)	14.20-14.40
5	<b>Objective Area: Use of Resources NAO Staff</b>	JMcC (paper)	14.40-15.10
5.1	To receive the NAO's Annual HR Report		
5.2	To consider analyse from upward feedback provided on submitted progress reviews, to identify common issues or trends		
6	<b>Objective Area: Use of Resources IT Enabled Change Committee</b> To receive the first report from ITEC which will report to the Board annually	SH (paper)	15.10-15.20
7	<b>Objective Area: Support and Advice TPAC visit to NAO on 10 September</b> To receive the draft programme for The Public Accounts Commission (TPAC) visit to NAO London on 10 September; 9.30 am to 11.30 am	MW (paper)	15.20-15.25
8	<b>Objective Area: Support and Advice NAO Board Strategy Day on 26 September</b> To receive the draft programme for the Board Strategy Day on 26 September	MW (paper)	15.25-15.30

9	<b>Objective Area: Good Governance</b> <b>Chair Evaluation</b> The Terms of Reference for the Board state the Senior Independent Non-Executive Board Member shall, in the absence of the Chair, appraise the annual performance of the Chair (Clause. 22)	PHP, oral	15.30-15.35
10	<b>Any Other Business</b>		15.35
10.1	To consider the first <i>draft</i> VFM Transformation Report by External Auditors, Baker Tilly, noting that the Audit Committee will have reviewed it in the morning meeting. The final report will come to the Board incorporating the Annual Staff Survey 2014 results.	(paper)	
10.2	To note advertisement for three non executive members to the Board.	(copy ad)	
10.3	To receive the Audit Committee minutes of the meetings held on 12 and 15 May 2014.	(papers)	
10.4	To receive the draft minutes of Remunerations and Nominations Committee (REMCo) meeting of 16 June 2014.	(paper)	
	<b>Date and time of next meeting</b> (no meeting scheduled for August)  <b>TPAC Visit to NAO 10 September 9.30 am to 11.30 am</b> <b>Board Meeting 25 September</b> <b>Strategy Day 26 September</b>		

*The meeting will be preceded by a salad lunch for all members, served outside Blue Mezz 7.*

*The non-executive members' pre-board conference call will take place on **25 July 2014 at 08.50**.  
The dial-in number is 0800 358 1859, when promoted please enter the meeting number: \*931343\*.  
If calling from a mobile telephone please dial 020 7162 0274*