



Meeting of the Board
to be held at
the National Audit Office, Blue Mezzanine 7
157 Buckingham Palace Road, London SW1W 9SP
on
22 March 2011 at 13:30

AGENDA		
Members		
Andrew Likierman	AL	Chair
Ruth Evans	RE	Non-Executive Member
Richard Fleck	RF	Non-Executive Member (By telephone)
Mary Keegan	MK	Non-Executive Member
Paula Hay-Plumb	PHP	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		
Ruth Brutnall	RB	Board Secretary
Andrew Baigent	AB	Director General Financial Audit (item 7)
Marcial Boo	MB	Director of Strategy, Knowledge and Communications (Items 5 & 6)
Simon Henderson	SH	Head of Performance & Delivery (Item 4 & 5))
Jim Rickleton	JR	Director General Finance and Commerce (Item 4& 5)
For Roundtable Discussion		
Jeremy Lonsdale	JL	Director General VfM Audit

1	Apologies for Absence	Chair	
2	Declarations of Interest	Chair	
3	<p>Minutes of the meeting of 17 February 2011</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>Update from the Audit Committee – to provide a brief update to the Board on the business of the meeting held on the morning of 22 March 2011.</p>	<p>C&AG – paper</p> <p>MK, oral</p>	13.30-13.50

	Update from the Remuneration Committee – to provide a brief update to the Board on the business of the meeting held on the morning of 22 March 2012.	RE, oral	
4	Business report, and risk update		
4.1	<i>To receive the business report and risk update for information and comment by exception.</i>	JR & SH paper	13:50- 14.00
5	Business Plan and Communications		
5.1	<i>To consider the NAO business plan for 2011-12</i>	MB, paper	14.00- 14.10
5.2	<i>To consider the proposed communications plan for the Business Plan</i>		
6	Annual Report & Accounts		
6.1	<i>To receive the outline plan of the process for the preparation of the Annual Report and Account and note key milestones.</i>	MB, Paper	14.10- 14.15
7	Audit Inspection Unit Inspection		
7.1	<i>To receive an update on the NAO response to the recommendations of the 2010 AIU inspection.</i>	AB, Paper	14.15- 14.25
8	Any other business		
8.1	<i>To receive the following for information:</i> <ul style="list-style-type: none"> • <i>Board Meeting dates for 2012</i> • <i>Ruth Evans Appointment as Trustee of Alacrity Foundation</i> 	Chair	14.25- 14.30-
8.2	<i>To receive the following for information and approval:</i> <ul style="list-style-type: none"> • <i>Minutes of the Audit Committee held on 17 February 2011</i> 	MK	
9	Date and time of next meeting		
9.1	Friday 20 May 2011 at 13.30	Chair	
<i>The formal business of the Board will conclude by 14:30, to allow time for a Round Table discussion on a specific topic.</i>			
	Round Table Discussion		
	<i>The 2011-12 Value for Money Programme</i>	JL	14.30- 15.30

The pre-meeting for Non-Executive Members will be held at 1pm.