



Meeting of the Board  
to be held at  
the National Audit Office, Blue Mezzanine 7  
157 Buckingham Palace Road, London SW1W 9SP  
on 15 May 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 (Items 2, 3 & 4)
Peter Wood	PW	Director, Internal Auditor (Item 6)

<b>TRANSACTIONAL BUSINESS</b>			
1	<b>Objective Area: Good Governance</b>		13.30-13.50
1.1	<b>Apologies for Absence</b>	Chair	
1.2	<b>Declarations of Interest</b>	Chair	
1.3	<b>Minutes of the meeting of 20 March 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 and Update from C&amp;AG</b> To raise any Matters Arising and receive an update from the C&AG	C&AG <i>(paper)</i>	
1.6	<b>Update on the latest developments with PAC and Parliament</b>	GC, oral	
2	<b>Objective Area Good Governance   Year End Governance Business Report and Risk Report</b>		13.50-14.20
2.1	To receive the year end Business Report and Management Accounts for 2013-14 together with lessons learned and actions being taken	GJ <i>(paper)</i>	
2.2	To consider and <b>agree</b> the framework and approach for the	GJ <i>(paper)</i>	

	reporting of risk for 2014-15		
<b>STRATEGIC BUSINESS</b>			
3	<b>Objective Area: Management and Use of Resources Contracts and Programmes over £500,000</b>		14.20- 14.45
3.1	To consider and <b>approve</b> the business case for ERP	GJ (paper)	
3.2	To note that a paper on Building Integrated Knowledge Management Services (Enterprise Content Management) will be provided to the Board on <b>25 September 2014</b>		
4	<b>Objective Area: Use of Resources Annual Report and Accounts</b>		14.45- 15.00
4.1	To receive and <b>approve</b> the Annual Report and Accounts for publication and laying before Parliament (The draft AR&As sent to Audit Committee are attached for reference only. Final AR&As will be presented at meeting)	GJ (paper)	
4.2	To consider and <b>approve</b> the NAO's Annual Diversity Report.	(paper)	
4.3	To consider and <b>approve</b> the NAO's Annual Health and Safety Report.	(paper)	
5	<b>Objective Area: Use of Resources Transformation</b>		15.00- 15.10
5.1	To receive an update on progress with Transformation with particular focus on cultural change and benefits realisation	MW (paper)	
5.2	To receive the analysis of results of the April Pulse Survey	GC (paper)	
6	<b>Objective Area: Governance Annual Reports</b>		15.10- 15.20
6.1	To receive the annual report of the Audit Committee	GG (paper)	
6.2	To receive the annual report of the DIAA to the C&AG	PW (paper)	
7	<b>Any Other Business</b>		15.20- 15.30
7.1	To receive an oral update of the outcome of the Collective Complaint Procedure	Chair	
7.2	To receive paper on the action being taken to reduce fee deficits	MMcG (paper)	
7.3	To receive the Board Evaluation Questionnaire for 2014 for completion and return	Chair (paper)	
7.4	To note Learnfest feedback and dates for 2015: 16-20 March 2015	(paper)	
	<b>Date and time of next meeting</b>		
	<b>28 July 2014</b> (no meeting scheduled for June)	Chair	

*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 **14 May 2014 at 09.00.**  
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*