

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

AGENDA

Members		
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
<i>Vacancy</i>		<i>Executive Leader</i>
Attendees		
Toni Whitby	TW	Interim Board Secretary
Jim Rickleton	JR	Director General, Finance and Commerce
Nigel Terrington	NT	Head of Strategy and Performance

TRANSACTIONAL BUSINESS			
1	<p>Objective Area: Good Governance</p> <p>Apologies for Absence</p> <p>Declarations of Interest</p> <p>Minutes of the meeting of 28 November - to approve the Minutes of the last meeting as an accurate record and their publication on the website.</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 on latest developments with PAC and Parliament</p>	<p>Chair</p> <p>Chair</p> <p>Chair</p> <p>Chair</p> <p>C&AG, paper</p> <p>GC, oral</p>	<p>13.30- 13.50</p>

2	<p>Objective Area: Good Governance</p> <p>Appointment of Interim Board Secretary</p> <p>To appoint Toni Whitby as interim Board Secretary.</p>	Chair, paper	13.50-13.55
3	<p>Objective Area: Good Governance</p> <p>Business Report; Quarter 3 Risk Report and Performance Review</p> <p>To receive the December Business Report, for information and comment.</p> <p>To receive the Q3 Management Accounts.</p> <p>To consider the Q3 Risk Report.</p> <p>To consider the Q3 Performance Report and any action which may be required in the final quarter to ensure that the NAO meets its performance objectives for 2013-14.</p>	<p>MW, paper</p> <p>MW, paper</p> <p>MW, paper</p> <p>NT, paper</p>	13.55-14.10
STRATEGIC BUSINESS			
4	<p>Objective Area: Support and Advice</p> <p>4.1 NAO Transformation Programme: Status Report</p> <p>To discuss the NAO Transformation Programme, what has been achieved and what remains to be done.</p>	MW, paper	14.10-14.50
5	<p>Objective Area: Support and Advice</p> <p>5.1 NAO's approach to corporate communications.</p> <p>To consider how the NAO approaches its corporate communications, and the potential to create greater alignment between key corporate publications and the publications cycle.</p>	GC, paper	14.50-15.20
6	<p>Any Other Business</p> <p>6.1 Formally note the Code of Conduct for 2014</p> <p>6.2 Responses to 2013 People Survey</p> <p>6.3 To note the endorsement letter from Chair of TPAC regarding appointment of new external auditors, Crowe Clark Whitehill from 1 April 2014</p> <p>6.4 To receive the <i>draft</i> minutes of the Audit Committee meeting, held on 28 November 2013, which are subject to approval by the Audit Committee at their meeting on 27 February 2014</p>	<p>Paper</p> <p>Paper</p> <p>Paper</p> <p>Paper</p>	

6.5	To note that the Remunerations & Nominations Committee will hold a short additional meeting ahead of the meeting of the Board to discuss C&AG's views on the evolution of the Leadership Team		
7	<p>Date and time of next meeting</p> <p><i>27 February 2014, 13:30</i></p>	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 15 January 2014 at 9.00. 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*