



Meeting of the Board
to be held at
the National Audit Office, 4th Floor, St Nicholas Building
St Nicholas Street
Newcastle Upon Tyne NE1 1TH
Kielder Room
Lunch 12.00 to 12.30 pm

Conference Link: NAO London, Green 3.8

Date and Time: 23 October 2014 at 12.30 pm

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 <i>(by Conference Call in London)</i>
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
Attendees		
Toni Whitby	TW	Interim Board Secretary
<i>Tim Valentine</i>	<i>TV</i>	<i>Head of Finance Item 2 (by Conference Call in London)</i>
<i>Nick Lacy</i>	<i>NL</i>	<i>Head of Policy Item 2&6 (by Conference Call in London)</i>
<i>Nigel Terrington</i>	<i>NT</i>	<i>Head of Strategy Item 2,3&7 (by Conference Call in London)</i>
<i>Maggie McGhee</i>	<i>MMcG</i>	<i>Head of Quality Item 4 (by Conference Call in London)</i>
<i>Adrian Jenner</i>	<i>AJ</i>	<i>Head of Parliamentary Relations Item 5 (by Conference Call in London)</i>
<i>Vicky Cox</i>	<i>VC</i>	<i>Head of Facilities Item 8 (by Conference Call in London)</i>

TRANSACTIONAL BUSINESS			
1	Objective Area: Good Governance		12.30-12.45
1.1	Apologies for Absence	Chair	
1.2	Declarations of Interest	Chair	
1.3	Minutes of the meeting of 24 September 2014 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	Action Points To receive an update on and note the outstanding Action Points	Chair <i>(paper)</i>	
1.5	Matters Arising and Update from C&AG To raise any Matters Arising and receive an update from the C&AG	C&AG <i>(paper)</i>	

1.6	Update on the latest developments with PAC and Parliament	GC, oral	
2	Objective Area Good Governance Business Report and Risk Report		12.45- 13.55
2.1	To receive the Q2 Business Report incorporating mid-year review of income and expenditure	TV (paper)	
2.2	To receive the Q2 Financial Report. To review the Mid-Year financial position against budgets, and forecast year end position.	TV (paper)	
2.3	To receive the September Risk Report	NL (paper)	
STRATEGIC BUSINESS			
3	Objective Area: Good Governance Strategy Following the Board's consideration of the draft Strategy by correspondence: To consider and approve the NAO Strategy for submission to TPAC, subject to any amendment the Board may agree. A draft of the NAO Strategy will have been sent via correspondence prior to the Board Meeting	NT (paper)	12.55- 13.10
4	Objective Area: Support and Advice Transparency Report Following on from the Board's discussion of the Annual Quality Reports and the report from the Annual Quality Review (AQR), to consider and agree the Transparency Report for 2014 for publication on the NAO external web page.	MMcG (paper)	13.10- 13.25
5	Objective Area: Support and Advice Stakeholder Feedback To consider the findings of the IPSOS MORI annual survey of MPs, the key issues arising and the actions proposed in response.	AJ (paper)	13.25- 13.35
6	Objective Area: Good Governance Update on implementation of recommendations arising from external VFM report on Transformation <i>To consider the recommendations from Baker Tilly's VFM Report on Transformation and implement any recommendations arising from such report. Management Response.</i>	NL (paper)	13.35- 13.40
7	Objective Area: Use of Resources Quarter 2 Accountability Review Quarter 2 performance report: incorporating feedback from the Senior Management Conference 2014	NT (paper)	13.45- 13.55
8	Objective Area: Use of Resources Facilities Contracts – Re-tendering Project In December 2014, the tendering process will conclude and, because of the high value of the contracts, the Board will be required to approve the expenditure.	VC (paper)	13.55- 14.00

9	Any Other Business		14.00
	MEET THE NEWCASTLE STAFF		14.10-15.00
	Date and time of next meeting 20 November at 13.30 London	Chair	

The meeting will be preceded by a salad lunch for all members.

*The non-executive members' pre-board conference call will take place on 22 October 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*