



Meeting of the Board
to be held at
the National Audit Office, Blue Mezzanine 7
157 Buckingham Palace Road, London SW1W 9SP
on Wednesday 24 September 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
John Thorpe	JT	Executive Leader
Attendees		
Toni Whitby	TW	Interim Board Secretary
Gurdip Juty	GJ	Financial Controller (Item 1&2)
<i>Sally Howes</i>	SH	Executive Leader (<i>Item 1 Matters Arising</i>)
<i>Maggie McGhee</i>	MMcG	<i>Director, Quality and Assurance (Item 3)</i>
<i>Michael Kell</i>	MK	<i>Director, Practice and Quality (Item 3)</i>

TRANSACTIONAL BUSINESS			
1	Objective Area: Good Governance		13.30-13.50
1.1	Apologies for Absence	Chair	
1.2	Declarations of Interest	Chair	
1.3	Minutes of the meeting of 28 July 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 <i>From the May Board Meeting: To receive an update on ERP</i>	GJ SH <i>(paper)</i>	
1.6	Update from C&AG	C&AG <i>(paper)</i>	
1.7	Update on the latest developments with PAC and Parliament	GC, oral	

2	Objective Area Good Governance Business Report and Risk Report		13.50- 14.00
2.1	To receive the August Business Report	GJ (paper)	
2.2	To receive the August Risk Report	GJ (paper)	
STRATEGIC BUSINESS			
3	Objective Area: Good Governance Quality To consider the NAO's approach to quality and quality assurance, informed by the Annual Quality Report	MMcG MK (paper)	14.00- 14.20
4	Objective Area: Support and Advice Board Evaluation	Chair (paper)	14.20- 14.35
4.1	To consider the feedback from the Annual Board Evaluation		
4.2	To note the Government's Lead Non-Executive's Annual Report 2013-14 (<i>Lord Browne</i>)	(paper)	
5	Objective Area: Support and Advice Annual Staff Survey To consider the feedback and analysis from the 2014 Annual Staff Survey	GC (paper)	14.35- 14.50
6	Objective Area: Oversight To consider and approve the VFM Transformation Report by Baker Tilly to go to TPAC on 2 December Board to receive updated final VFM report reflecting the findings from the 2014 staff survey. Board to approve VFM review for onward transmission to TPAC meeting in 2 December	GG (paper)	14.50- 15.10
7	Objective Area: Good Governance Audit Committee Terms of Reference The Audit Committee have reviewed their Terms of Reference and the Board is asked to consider and approve the updated ToR. Note: Quorate currently 3; amend to 2 – discuss.	GG (paper)	15.10- 15.20
8	Any Other Business		15.20- 15.30
8.1	To receive the draft minutes of the Audit Committee's meeting of 28 July	(paper)	
8.2	To receive the draft minutes of Remuneration and Nominations Committee (REMCo) meeting of 28 July 2014	(paper)	
8.3	To receive the brief for the Board's visit to Newcastle on 23 October	MW (paper)	
8.4	<i>To note that the Chair is holding an informal discussion with Band 1 NAO staff directly after the Board Meeting. Subject: "The Board's Perspective of Governance"</i>		
	Date and time of next meeting Board Strategy Day 25 September Next Board Meeting 23 October in <u>Newcastle</u>	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 22 September 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*