


Title: Board Meeting Agenda			
Date: 24/11/15	Time: 2-4pm		
Venue: Henley-on-Thames Town Hall			
Chair: Edward Duller		Minute taker: Carol Ball	
Agenda item	Description	Time	Who
1	Welcome and apologies	5 mins	ED
2	Declarations of interest	5 mins	ED
3	Public questions	10 mins	All
4	<b>PAPER 1</b> Minutes of the last meeting - <b>for approval</b> Matters arising - <b>for information</b>	10 mins	ED
5	<b>PAPER 2</b> CEO's report- <b>for information and decision</b>	15 mins	RC
6	<b>PAPER 3</b> Business managers paper incorporating: <ul style="list-style-type: none"> <li>• Finance report - <b>for information</b></li> <li>• Conversion to a charitably incorporated organisation - <b>for decision</b></li> <li>• TOR for Board sub Groups - <b>for decision</b></li> </ul>	20 mins	CB
7	<b>PAPER 4</b> Head of Project's Report - <b>for information and decision</b> <b>Verbal</b>	15 mins	CM
	Directors' proposals for new work on hospital discharge and home care - <b>for discussion</b>	10 mins	GDWS
8	<b>PAPER 5</b> Marketing and Communications Strategy - <b>for decision</b>	10 mins	RM
9	<b>Papers included for information and to note:</b> <b>PAPER 6</b> - Updated HWO draft strategy <b>PAPER 7</b> - Minutes of HR Group of 12/10/15 <b>PAPER 8</b> - Minutes of Project Group of 10/11/15 <b>PAPER 9</b> - Minutes of Marketing Group of 21/10/15 <b>PAPER 10</b> - Minutes of the Strategy, Planning & Finance Group of 1/10/15	15 mins	All
10	AOB	5 mins	All

ED - Eddie Duller, RC - Rachel Coney, CB - Carol Ball, CM- Carol Moore, RM - Richard Maynard, GDWS - George Smith