

**Board of Directors Meeting  
to be held on Tuesday, 21<sup>st</sup> December 2021 at 9.30am  
via video conferencing “MS Teams”**

**AGENDA**

Item No.	Item	Action	Lead	Paper	Time
1.0	<b>Welcome and Apologies for Absence</b>	Note	Chairman	Verbal	9.30
2.0	<b>Declarations of Interest and Register of Interests</b> <i>To declare any new or changes to interests; and any interests in relation to open agenda items</i>	Note	Chairman	Verbal	
3.0	<b>Minutes of the previous HIF Board held on 26<sup>th</sup> October 2021</b>	Approve	Chairman	Attached	
4.0	<b>Matters Arising and Action Log</b>	Approve	Chairman	Attached	9.35
5.0	<b>Chairman’s Report</b>	Note	Chairman	Attached	9.40
6.0	<b>Interim Chief Executive Report</b>	Note	Interim Chief Executive	Attached	9.50
7.0	<b>Managing Director Report</b>	Note	Managing Director	Attached	10.00
8.0	<b>xxxxxxxxx Progress Report</b>	Discuss	Interim Chief Executive	Attached	10.10
9.0	<b>HIF Board Committees</b>	Note	Committee Chairs	Attached	10:20
9.1	People and Culture Chair’s Report			Verbal	
9.2	Governance and Compliance Chair’s Report				
10.0	<b>Workforce &amp; Organisational Development Report</b>	Note	Head of HR	Attached	10:30
Comfort Break (10.40 – 10:50)					
11.0	<b>Business Development Proposal</b>	Note/Discuss/ Approve	Managing Director/ Business Development, Charity and Volunteer Manager	Attached	10.50
12.0	<b>Finance</b>	Note/Discuss/ Approve	Deputy Director of Finance	Attached	11:15
12.1	<b>Annual Accounts</b>			Attached	
12.1.1	Going Concern			Attached	
12.1.2	Letter of Representation			Attached	
12.1.3	Accounts			To Follow	
12.1.4	ISA260			Attached	
12.1.5	Audit Opinion			Attached	
12.2	<b>Loan Agreement</b>	Discuss/ Approve		Attached	
12.3	<b>Financial Update</b>	Note		Attached	

13.0	<b>Draft Green Plan</b>	Note/Discuss	Managing Director	Attached	11:50
14.0	<b>Clinical Waste Contract</b>	Note	Managing Director	Attached	12:10
15.0	<b>Board Effectiveness Survey</b>	Note/Discuss	Chairman	Attached	
16.0	<b>Risks</b> <i>Any additional Risks identified during the meeting to be considered for inclusion on the Risk Register</i>	Discuss	Chairman	Verbal	
17.0	<b>Any Other Business</b>	Discuss/Note/Approve	Chairman	Verbal	12:20
18.0	<b>Evaluation of Meeting and Any Items to Escalate to HDFT Board</b>	Discuss/Approve	Chairman	Verbal	12:30
19.0	<b>Date and Time of Next Meeting</b> Tuesday 25 <sup>th</sup> January 2022, 9.00am				