

## **CONSUMER FOCUS BOARD**

**PAPER 15.3**

**ANNEX D**

**Title:** Annex D: Conduct of Board Business

**Date of meeting:** 3<sup>rd</sup> February 2009

**Prepared by:** Lord Whitty

---

### **Conduct of Board Business**

#### **Standard Agendas**

*Papers to be circulated one week in advance*

1. Apologies and announcements;
2. Minutes of previous meeting;
3. Matters arising.

#### **Policy Issues**

4. Key policy issues;
5. Programme report – see schedule;
6. (a) Topical policy issues and report back from Chair and Members;

OR

- (b) Invited Speaker.

## **Organisational and Governance Issues**

7. CEOs Report taken with reports from CFS/CFW/CFPNI.

## **Private Session**

8. Budgets and finances;
9. Report of Audit and Risk Committee and Matters arising (*including Risk Register*);
10. Report of Human Resources Committee and Matters arising.

## **Conclusion**

11. Date and draft Agenda for next meeting;
12. Any Other Business

(Standing Orders

Six weekly  
Extra / Informal  
Quorum  
Deputising for Chair  
Private Sessions)

---