

[REDACTED]

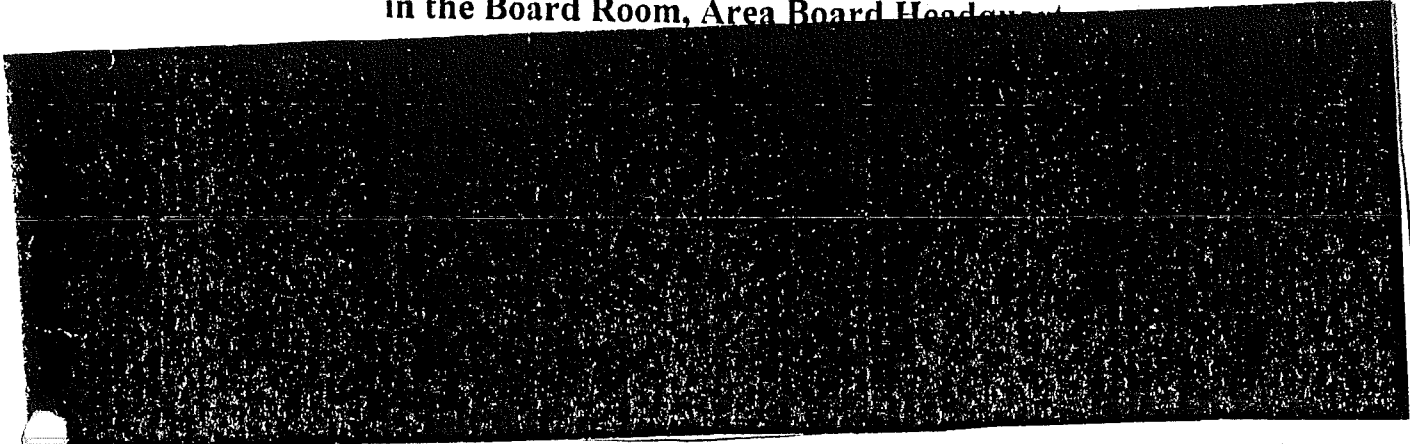
From: Sarah O'Connor <soconnor@[REDACTED]>
Sent: 11 October 2004 15:32
To: Ryan Williams (BITC); Aine Downey; McAleer Brian; Duffy Martin; Gormley Michael; Jude O'Neill; McGaffin Judi; McLaughlin Paddy; Nolan Shauna; Yvonne Boyle; Wade Seamus; Steven Lindsay; McLaughlin Peter; McConnell Bill; Kelly Margaret; Gallagher Eugene; Dolan Paul; Doherty Declan; Burke Dominic; Bonner Brendan
Cc: [REDACTED]; McGonigle Jennifer; McBrien Gillian; Hatrick Jayne; Harkin Patricia; Curry Evelyn; Carlin Siobhan; [REDACTED]; Mooney Adele
Subject: Governance & Risk Management Committee Minutes
Attachments: 30sept04.doc

Minutes now attached - apologies for not having sent them earlier!!

Sara

GOVERNANCE AND RISK MANAGEMENT COMMITTEE MEETING

Minutes of the ninth meeting of the Committee held on
Thursday 30 September 2004 at 1.00pm
in the Board Room, Area Board Headquarters



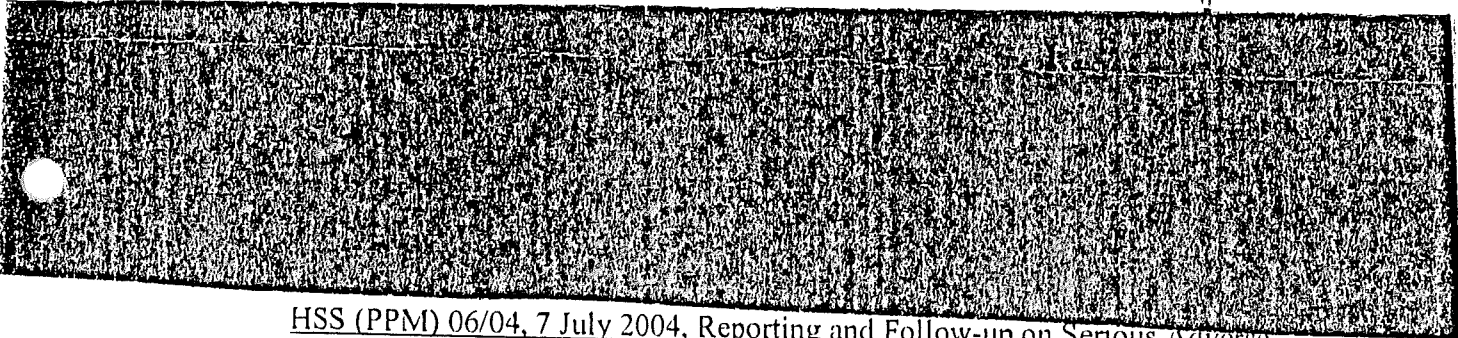
1. Welcome and Apologies

The Chairwoman opened the meeting by welcoming all in attendance and acknowledging apologies.

She then proceeded to welcome Sara O'Connor to the Committee as the Board's Governance and Risk Management Co-ordinator.

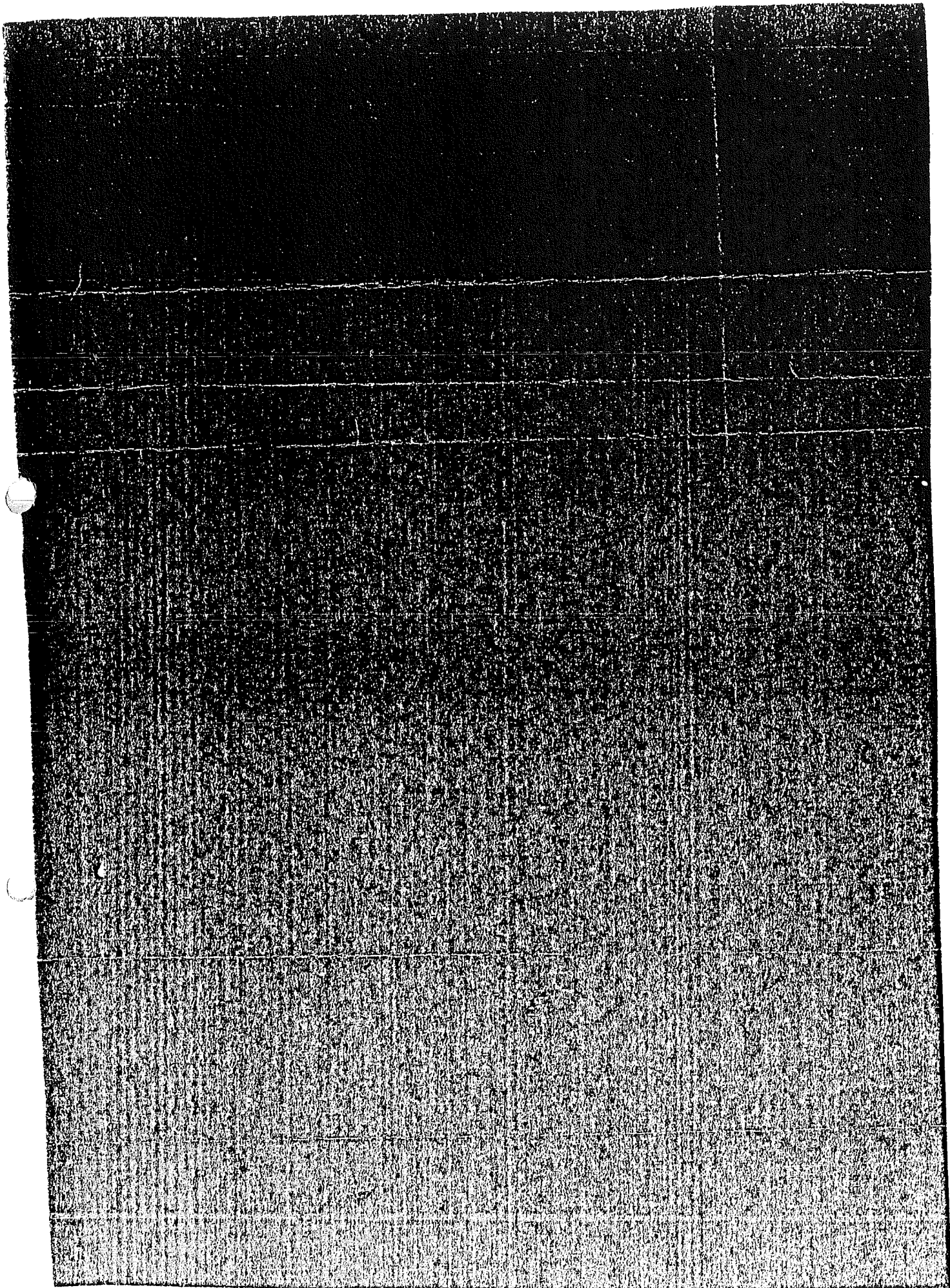
2. Minutes of Last Meeting and Review of Action Plan

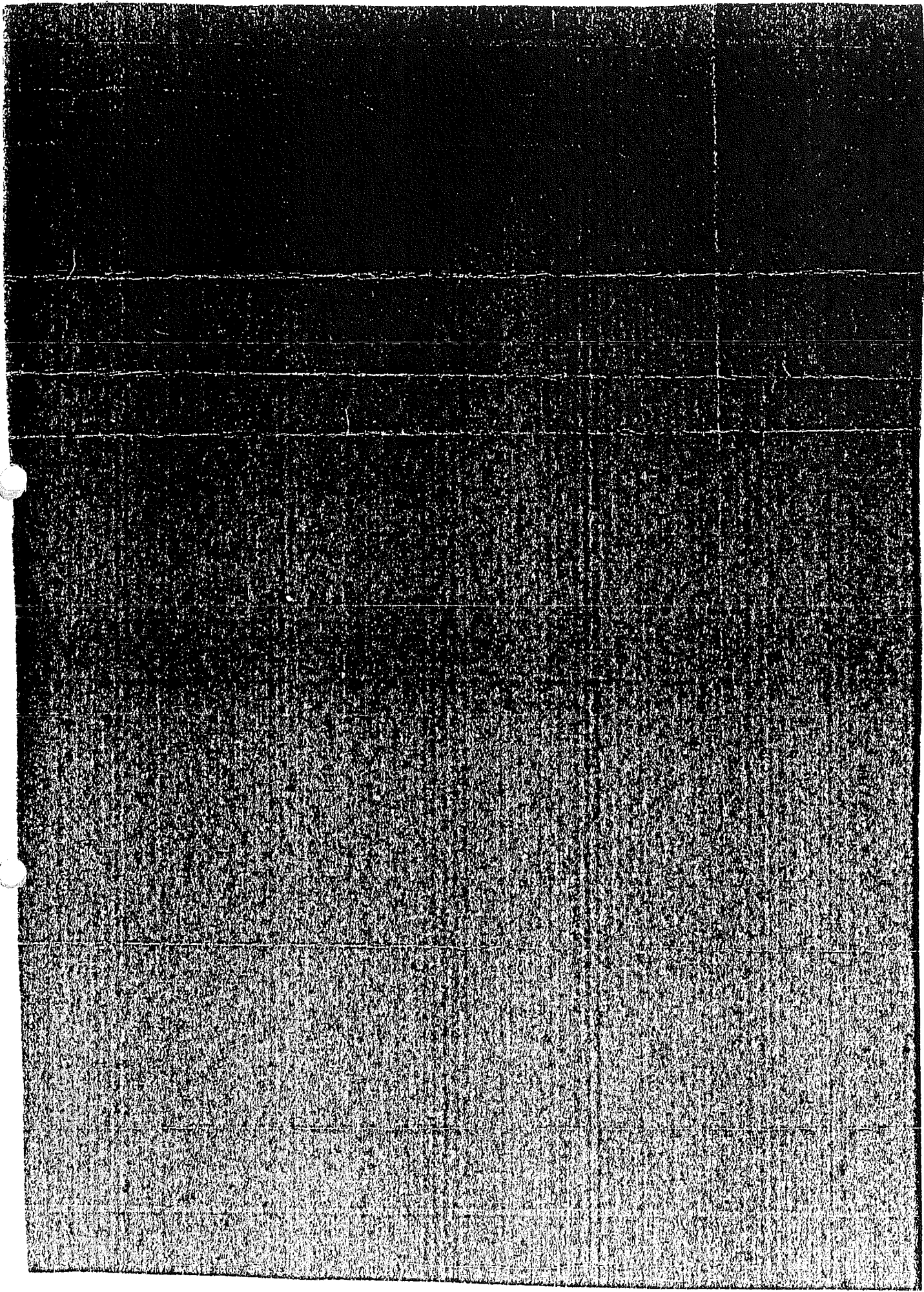
Members accepted that the minutes were an accurate account of the previous meeting. Sara confirmed that all actions are being progressed and that many of these are on today's Agenda.

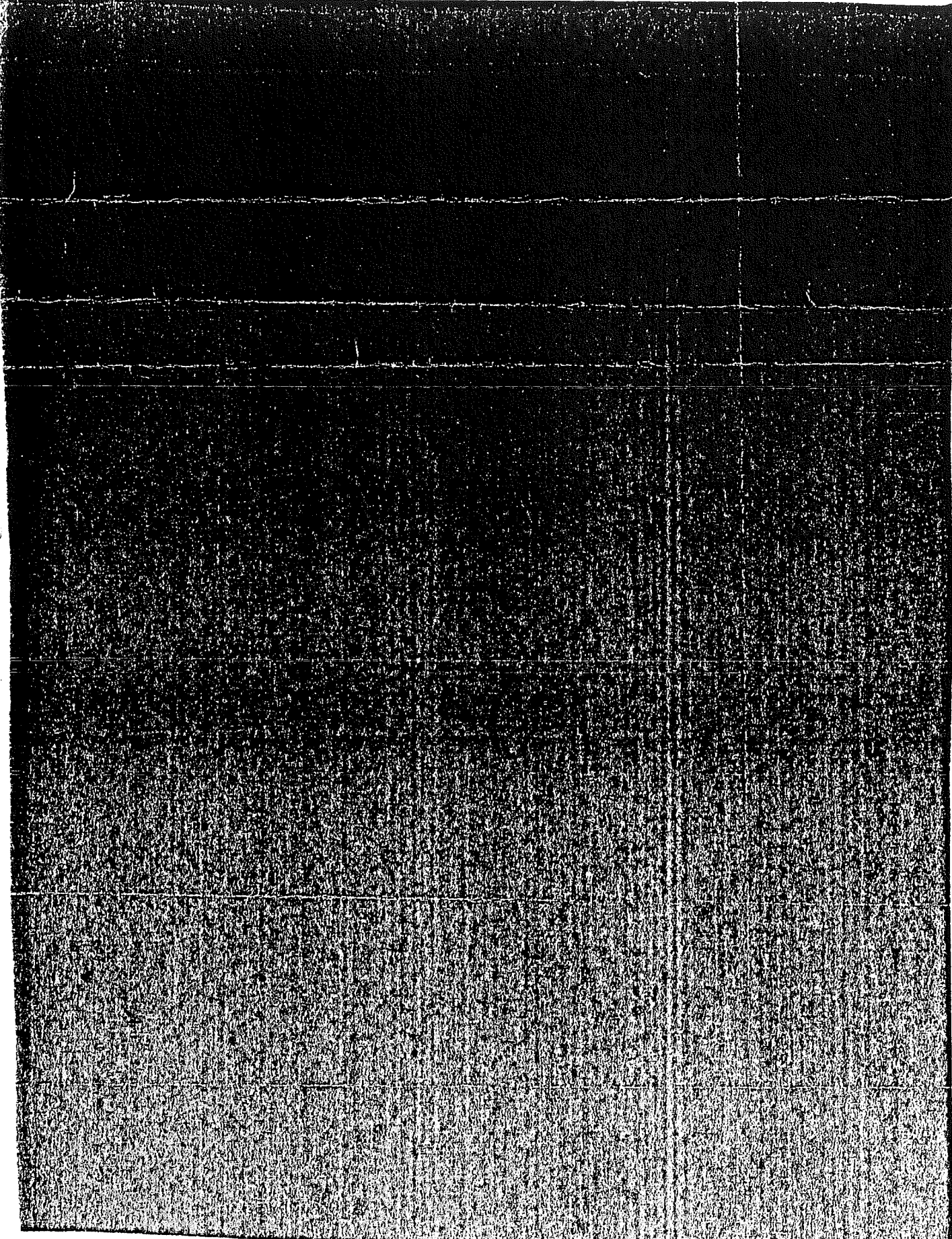


HSS (PPM) 06/04, 7 July 2004, Reporting and Follow-up on Serious Adverse Incidents: Interim Guidance

Sara noted that this is interim Guidance and that it is understood that final Guidance will be issued at the end of 2004/start 2005. She advised that she is working with the other Co-ordinators to produce a Policy for the reporting of serious adverse incidents by Trusts and Family Practitioners. In the meantime a letter has been sent to Trust Chief Executives requesting that, for the present, they report such incidents to the Board at the same time as they report incidents to the Department. The Committee were also informed that Eugene Gallagher has written to the four bodies representing GPs, Dentists, Opticians and Pharmacist, enclosing a draft letter he proposes to send to all Family Practitioners on interim reporting requirements.





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11. **Date and Time of Next Meeting**
9:00am, 5 January 2005, Boardroom - (to be confirmed).