



Belfast Health and Social Care Trust

Specialist Hospitals and Women's Health Assurance Committee

AGENDA

(insert day, date, time, venue)

1. Apologies.
2. Minutes of previous meeting
3. Matters arising
4. Chairman's Business
 - 4.1. Conflicts of Interest
 - 4.2. Trust Assurance framework and Directorate Assurance terms of reference
 - 4.3. (insert other relevant topics eg internal reports)
5. Assurance report for quarter (insert timeframe), appendices and issues arising
6. SAls – spread sheet, current action plans update and learning – Governance Manager
7. Current red risk register – Governance Manager
8. Complaints performance, trends and learning – Governance Manager
9. Trust and Service Area policies – Co Directors
10. Audit activity reports from Service Areas - AMD
11. Quality improvement plan, driver diagrams, HCAI update – Governance Manager
12. Mortality and Morbidity update - AMD
13. Information governance – Co Directors
14. External inspection/visit reports and update on current action plans – Co Directors
15. Current issues arising within each of the service areas
 - 15.1 Women's and Maternity Service Area – Co Director
 - 15.2 Child Health Service Area – Co Director
 - 15.3 Dental and ENT Service Area – Co Director
 - 15.4 Trauma and Orthopaedics – Co Director
 - 15.5 Professional/Administration issues – AMD, HoM, ADoN, Admin Manager
16. AOB
17. Date, time and venue of next meeting.