



Belfast Health and Social Care Trust

Children's Hospital Governance Group

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. Assurance framework and Service Area terms of reference
 - 4.3. (insert other relevant topics eg internal reports)
5. Governance report for quarter (insert report timeframe), appendices and issues arising
6. SAls - spreadsheet, current action plans and learning. – Risk/Quality Coordinator
7. Current risk register. – Risk/Quality Coordinator
8. Complaints update on performance, trends and learning. – Service Manager
9. Policies for ratification. – Risk/Quality Coordinator
10. Audit report. - Clinical Lead for Paediatric Quality and Effectiveness
11. Quality improvement plan, driver diagrams, HCAI. - Governance and Quality Manager
12. Mortality and Morbidity update. - Clinical Lead for Paediatric Quality and Effectiveness
13. Information governance. – Co Director
14. External inspection/visit reports and update on current action plans. – Service Manager
15. Current issues arising within the specialities
 - 15.1 Surgical – Clinical Lead
 - 15.2 Medical – Clinical Lead
 - 15.3 Community – Clinical Lead
 - 15.4 Professional – Clinical Director; Administration – Admin Manager
16. AOB
17. Date, time and venue of next meeting