

Name of Corporate Department Governance Meeting

Date, Time, Venue

MODEL AGENDA

Apologies

Minutes of previous meeting (approval/corrections)

Matters Arising

Health and Safety, Incident and Risk Management, Patient Complaints

Incidents, Serious Untoward Incidents, Personal Injury Claims

Risk Assessments

Any involvement in Patient Complaints/Claims, Thanks, Patient Experience Surveys

Mandatory Training

Local induction, Mandatory and Job-specific Training

Appraisal

Safety, Infection Prevention & Control, Equality and Human Rights and Informatics

Safeguarding Adults, Safeguarding Children

Business Continuity and Emergency Planning

Infection Prevention and Control

Equality and Human Rights

Clinical Records

Information Governance

Audit and Inspections

Healthcare Governance Audits and Quality Inspections (NHSLA and CQC)

Recommendations from Internal Audit, external visits, inspections and accreditation

Clinical Audit Programme

Any Other Business

Date & time of Next meeting