

Topic	Lead	May	July	September	November
Preliminary Matters					
Minutes of previous meeting	Director of Corporate Governance				
Action log	Director of Corporate Governance				
Equipment, Medicines, Supplies and Facilities					
Medicines management	Medical Director				
Domestic recruitment	Director of Nursing and Patient Experience				
Cleaning and hygiene	Director of Nursing and Patient Experience				
Safety, Quality and Clinical Effectiveness					
Ability to provide/commission services	Director of Strategy				
Serious incident management	Director of Nursing and Patient Experience				
Patient safety alerts/notices	Director of Nursing and Patient Experience				
Suicide Prevention Report	Director of Public Health				
Mortality reviews	Medical Director				
Clinical harm review triggers	Medical Director				
Surge facilities/field hospitals operating procedures	Director of Strategy				
Patient Experience					
Patient experience and concerns reporting	Director of Nursing and Patient Experience				
Community health council concerns	Director of Strategy				
End of life and palliative care issues	Director of Nursing and Patient Experience				
DNACPR	Medical Director				
Impact of visiting policies	Director of Nursing and Patient Experience				
Capacity					
Demand of COVID and essential services	Chief Operating Officer				
Status/use of surge capacity	Director of Strategy				
Life saving/enhancing services	Chief Operating Officer				
Performance (COVID/Non-COVID split)	Chief Operating Officer				
Annual Reporting					
AQS	Director of Nursing and Patient Experience				
Annual report for Putting Things Right	Director of Nursing and Patient Experience				