

# Care Governance Committee Annual Agenda – Example

A **Care Governance Committee Annual Agenda** can be used to forward plan the contents of each committee meeting throughout the year. This will ensure adequate oversight is given across all functions and duties contained within the Care Governance Committee Charter and appropriate timing of activities (such as regular clinical and consumer satisfaction reporting and annual self-evaluation).

**Note:** The items included in the Annual Agenda below are **examples only**. It is the responsibility of each provider to develop governance tools such as the below based on their own unique circumstances.

## Care Governance Committee Annual Agenda (2022)

Committee activities should be captured on the annual workplan, even if not due that year. This ensures activities are not missed.

A sub-attestation involving reviewing policies, processes and performance can support the governing body's attestation.

It is important to have consumer input into decisions. This could be achieved through standalone advisory groups or consumer representatives on the committee.

Applying status symbols such as coloured dots can help to manage the agenda and visualise which committee activities have been completed and which have not.

Committee activity	Jan	Feb	Mar	April	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Committee administration</b>												
Annual Agenda for 2023												●
Biennial review of Governance Committee Charter including skills matrix and members (due Nov 2023)												
Annual committee self-evaluation review												●
<b>Care Governance Framework and Assurance</b>												
Annual review Clinical Risk Framework and Policy		●		●								
Annual review Clinical Incident Management and Reporting Policy		●										
Annual review of sub-attestation to support governing body attestation for safe and quality care				●								
Biennial review Consumer Engagement Strategy and Policy						●						
Annual review Clinical and Consumer Engagement Audit and Assurance Program						●						
<b>Monitoring and reporting</b>												
Clinical Incident Report (including reportable incidents)		●		●		●		●		●		●
Complaints and consumer satisfaction report												
Quarterly clinical and consumer engagement audit and assurance report		●		●		●		●		●		●
Half yearly consumer advisory group report												
Quarterly clinical performance and risk report		●		●						●		
Benchmarking sector reports (Aged Care Financing Authority, Quality & Safety Commission quarterly sector performance data, others as relevant)		●		●		●		●		●		●

Review of key frameworks and programs to ensure safe and high quality care should be a core part of a Care Governance Committee agenda. This could include reviewing key policies, supporting the governing body in completing their annual attestation, or overseeing assurance programs.

Regular reporting enables the Care Governance Committee to monitor clinical risk and consumer satisfaction and have confidence to recommend the governing body attest to the high quality of care.

Ideally reports are scheduled as evenly as possible across different meetings to ensure adequate time for review and discussion.

Legend	
●	Planned activity
●	Activity did not go ahead as planned
●	Activity is complete