

QUALITY SAFETY & EXPERIENCE COMMITTEE WORK SCHEDULE APRIL 2024 – MARCH 2025

Currently, Quality Safety & Experience Committee (QSEC) meets bi-monthly. Based on this, the following table represents a proposal to incorporate the duties as outlined in the Committee's Terms of Reference into a basic work programme April 2024 – March 2025

AGENDA ITEM/ ISSUE	LEAD	RESPONSIBLE OFFICER	9 April 2024	11 June 2024	15 August 2024	8 October 2024	5 December 2025	13 February 2025
Governance								
Welcome and Apologies	Chair	All	✓	✓	✓	✓	✓	✓
Declarations of Interests	Chair	CSO	✓	✓	✓	✓	✓	✓
Minutes from Previous Meeting and Matters Arising not on Agenda	Chair	CSO	✓	✓	✓	✓	✓	✓
Table of Actions (ToA)	Chair	CSO	✓	✓	✓	✓	✓	✓
Annual Review of Terms of Reference (TORs)	Chair	CSO		✓				
Annual Review of Sub Committees TORs	Chair	CSO			✓			
Behaviours Framework	AL	SD	✓					
Patient/Staff Story	LOC		✓ MD- Safer Care Collaborative Staff story	✓	✓	✓	✓	✓

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Policies for Approval (as required)	All	All	✓	✓	✓	✓	✓	✓
Planning Objectives Update Report				✓		✓		✓
PO Deep Dive tbc								
Assurance								
Operational Group Updates – each group will present a report twice a year.	SD	SD/PK/SG	✓ IP&C	✓ SG	✓ IPC	✓ ECPAP MM	✓ SG	✓ MM ECPAP
Annual Report on Committee's Activity	AL/SD	All	✓					
Annual Report on Sub-Committee's activity for incorporating into QSEC's Annual Report	SD	SD LOC		✓				
Presentation on revised operational governance arrangements	AC	JW		✓				

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Quality and Safety Assurance Report incorporating: <ul style="list-style-type: none"> • External Monitoring Final Reports • Nurse Staffing Levels (Wales) Act Updates (as required) • Board to Floor Walkabouts • EQliP outcomes • IPC / C-Diff Updates • C19 activity and Nosocomial Reviews • Impact of industrial action • Quality Engagement Act • Speaking us Safely reports on quality themes • WHC's overview (<i>every other meeting</i>) 	SD	CS	✓	✓	✓	✓	✓	✓
Nurse Staffing Levels (Wales) Act: Assurance Reports (as required) –Annual Report 2023/24	SD	HH	✓					
Therapies Services Referral to Treatment Time Action Plan Update	JS	LR	✓					
Mental Health and Learning Disabilities and Public Health 1) Review of unexpected deaths / suicides to ascertain changes in patterns or trends	AG	BTP/CJ	✓					
Understanding the Quality and Experience Impact Realised to Date through Transforming UEC	KJ	CG	✓					

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Quality Impact Assessment Process and Terms of Reference	SD	CS		✓				
NHS Exec Review of Neurodevelopment Service, Psychology and Psychological Intervention for Children and Young People	AC	LC/AL	✓ Action Plan					
Upper GI Surgery (Quality Panel)	TBC			✓				
COVID 19 Review Action Plan-learning shared	Operational Leads/ CS			✓				
Obstetrics Sonography (Quality Panel)	GRD/KG				✓			
Compliance with ALN Act	JS		✓					
GIRFT Report Orthopaedic Update (report and action plan)	AC		✓					
GIRFT report General Surgery (Include report and action plan)	MH	AC	✓					
Oncology/Cancer/Palliative Care Deep Dive	AC/ JP							
Q&S impact of RAAC – metrics	AC	BA	✓					
Risks								
Corporate Risks Assigned to QSEC	Executive leads	RW (report author)	✓		✓		✓	

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Receive Sub-Committee Update Reports including Risk Register	SD	SD/LOC	✓	✓	✓	✓	✓	✓
Assessing and Prioritising Fragile Services	SD/ SG			✓				
Sub Committee Update Reports								
Operational Quality, Safety and Experience	✓	✓	✓	✓	✓	✓	✓	✓
Listening and Learning:	✓	✓	✓	✓	✓	✓	✓	✓
<ul style="list-style-type: none"> To include developments in response to the Communication themes presented in Dec 23 Reports on quality and safety matters (case studies if possible) on Speaking up Safely 				✓				
For Information								
HIW Annual Report							✓	
WHSCC QPS Joint Chairs Report			✓	✓	✓	✓	✓	✓

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IQPD Minutes			✓	✓	✓	✓	✓	✓
Work plan 2024/25			✓	✓	✓	✓	✓	✓
Agenda setting meeting with Chair and Exec Lead to include discussion on deep dives on new risks (at least 6 weeks before the meeting)	CSO	CSO	✓	✓	✓	✓	✓	✓
Draft agenda to go to Executive Team prior to being issued.	CSO	CSO	✓	✓	✓	✓	✓	✓
Call for papers (at least 4 weeks before the meeting to receive papers at least 14 days before the meeting)	CSO	CSO	✓	✓	✓	✓	✓	✓
Disseminate agenda and papers 7 days prior to the meeting	CSO	CSO	✓	✓	✓	✓	✓	✓
Type up minutes and TOA within 7 days of the meeting	CSO	CSO	✓	✓	✓	✓	✓	✓
Circulate minutes and TOA to Committee for comments, points of accuracy and matters arising within 10 days of the meeting	CSO	CSO	✓	✓	✓	✓	✓	✓
Check and send final version of minutes to the Committee Chair following comments received.	CSO	CSO	✓	✓	✓	✓	✓	✓
Chase updates on TOA before the next meeting and RAG rate	CSO	CSO	✓	✓	✓	✓	✓	✓
Record and track the TOA as part of the decision tracker	CSO	CSO	✓	✓	✓	✓	✓	✓
Produce written update report for QSEC and Board	CSO	CSO	✓	✓	✓	✓	✓	✓
Prepare schedule of meetings	CSO	CSO					✓	
QSEC Annual Work Programme	CSO	CSO	✓	✓	✓	✓	✓	✓

Sub Committees:

- Operational Quality, Safety and Experience Sub-Committee
- Listening and Learning Sub-Committee

Sub Groups:

Effective Clinical Practice Advisory Panel (ECPAP)
Medicines Management Operational Group (MMOG)
Safeguarding Group (SG)
Infection Prevention Strategic Steering Group (IPSSG)

Initials

SD- Sharon Daniel	CSO-Katie Lewis	AL- Anna Lewis	LOC- Louise O'Connor	MH- Mark Henwood
AC- Andrew Carruthers	BA- Bethan Andrews	CS- Cathie Steele	SG- Subhamay Ghosh	BTP- Rebecca Temple Purcell
HH- Helen Humphreys	CG- Ceri Griffiths	KJ- Keith Jones	RW- Rachel Williams	AG- Ardiana Gjini
KG- Kathy Greaves	GRD- Gail Roberts Davies			