

QUALITY SAFETY & EXPERIENCE COMMITTEE WORK SCHEDULE APRIL 2026– MARCH 2027

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 2026 – March 2027.

AGENDA ITEM/ ISSUE	LEAD	PURPOSE	RESPONSIBLE OFFICER	9 April 2026	11 June 2026	11 August 2026	9 October 2026	3 December 2026	9 February 2027
Governance									
Welcome and Apologies	Chair		All	✓	✓	✓	✓	✓	✓
Declarations of Interests	Chair		CSO	✓	✓	✓	✓	✓	✓
Minutes from Previous Meeting and Matters Arising not on Agenda	Chair	FOR APPROVAL	CSO	✓	✓	✓	✓	✓	✓
Table of Actions (ToA)	Chair	FOR APPROVAL	CSO	✓	✓	✓	✓	✓	✓
Review of Terms of Reference (TORs)	Chair	FOR APPROVAL	CSO						✓
Annual Review of Sub Committees TORs	Chair	FOR APPROVAL	CSO						✓
Assurance and Risk Report - Corporate Risks - Operational Risks - Internal and External Audit Reports - Monitoring of Ministerial Directions - Monitoring of Welsh Health Circulars (WHCs)	Executive Leads	ASSURANCE	RW	✓	✓	✓	✓	✓	✓

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Self-Assessment - Six month review of actions August 2026	Chair	ASSURANCE	JW			✓ update on actions			✓ outcome report
Patient/Staff Story	SD	ASSURANCE	LOC/ Service Leads	✓	✓	✓	✓	✓	✓
Targeted Intervention Progress Report	SA	ASSURANCE	Executive Leads	✓					
Escalation Report	SA	ASSURANCE	Executive Leads		✓	✓	✓	✓	✓
Assurance									
Annual Report on Committee's Activity	AL/SD	FOR APPROVAL	All	✓					
Annual Report from Sub-Committee	SD	FOR APPROVAL	LOC		D	✓			
A report on the impact of revised governance arrangements	SD/ AC/ JS/ MH	ASSURANCE		✓					
Clinical Audit Programme for Approval	MH	FOR APPROVAL	IB		✓				

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Duty of Quality Assurance Report incorporating: • External Inspection and peer reviews (<i>TI 34 & 52</i>) • Nurse Staffing Act Assurance (every 6 months) • Walkrounds (a thematic review on 6 month basis) • Quality Improvement outcomes (<i>TI 53</i>) • Quality Impact Assessments (<i>TI 32, 33</i>) • Putting things right (<i>TI 51</i>) • HCAI (<i>TI 50</i>) • Duty of Candour (<i>TI 54</i>) • Learning from significant events • Speaking Up reports on quality themes (every 6 months) • WHC's overview (<i>every other meeting</i>) (<i>TI 52</i>)	SD	ASSURANCE	CS	✓	✓	✓	✓	✓	✓
Safeguarding Assurance Report	SD	ASSURANCE	CW			✓			✓
Infection Prevention Control Report	SD	ASSURANCE	RR	✓			✓		

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Duty of Candour Annual Report 2025/26	SD	FOR APPROVAL	CS		✓				
Duty of Quality Annual Report 2025/26	SD	FOR APPROVAL	CS			✓			
Nurse Staffing Levels (Wales) Act: Assurance Reports (as required) –Annual Report and Spring Calculation Cycle	SD	ASSURANCE	HH		✓				
Cleanliness Standards Audit report and Action Plan	JS	ASSURANCE	SC/ EB			✓			
A review of the implementation of the community Mental Health referral pathway	AC	ASSURANCE	AD		✓				
Fuller Inquiry assurance of progress of recommendations	JS	ASSURANCE	CB	✓					
First Contact Physiotherapist Report	JS	ASSURANCE	JB	✓				Learning from investigation to be shared via LLSC report	
Single point of contact (improvements in delivery of care for patients)	SD	FOR ASSURANCE	MD/ MP					TBC	
Epilepsy in Learning Disabilities Update	AC	FOR ASSURANCE	OM			✓			

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Ceredigion Community Mental Health Referral Pathway (included in the CCG report)	AC	FOR ASSURANCE	LC		✓				
Quality Assurance Report for Commissioned Services	LD	FOR ASSURANCE	AS		✓				
Listening to People Initiative (Inc in the Quality Assurance Report)	SD	FOR ASSURANCE	LOC		✓				
Insourcing 52 week first consultant appointment quality issues	AC	FOR ASSURANCE	LH				✓		
Deep Dives Clinical Services									
Ophthalmology	AC	ASSURANCE	PG/ AJ		✓				
Urology	AC	ASSURANCE	PG/NG			✓			
Orthopaedics	AC	ASSURANCE	PG/ LG				✓		
Radiology	AC	ASSURANCE	PG / SP					✓	
Dermatology	AC	ASSURANCE	PG/CW				✓		
Endoscopy	AC	ASSURANCE	PG/ SJ					✓	
Clinical Care Group Updates									
Mental Health and Learning Disabilities	AC	FOR ASSURANCE	RTP		✓		✓		✓
Community and Integrated Medicine	AC	FOR ASSURANCE	ACh		✓			✓	
Allied Health Services	AC	FOR ASSURANCE	SQ			✓			✓
Planned and Specialist Care	AC	FOR ASSURANCE	PG	✓			✓		
Estates and Facilities	JS	FOR ASSURANCE	EB/ SC			✓			✓

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Public Health	AG	ASSURANCE	BL		✓			✓	
Listening and Learning Sub Committee Update Report	MH	ASSURANCE	LOC	✓	✓	✓	✓	✓	✓ TOR for review
Policies				Expiry					
1133 Service User Access Policy - Psychological Therapies	AC	FOR APPROVAL	Andrew Homfray	5-Mar-26 Extended whilst full review is finalised	✓				
429 Management and Distribution of Safety Alerts and Notices Policy	SD	FOR APPROVAL	Cathie Steele	13-Jun-26					
004 Claims Management Policy	SD	FOR APPROVAL	Louise O'Connor	5-Oct-26					
894 Putting Things Right Management and Resolution of Concerns Policy (Incidents, Complaints and Claims)	SD	FOR APPROVAL	Louise O'Connor	5-Oct-26					
63 Use of Patient and Carers Stories Guideline	SD	FOR APPROVAL	Louise O'Connor	13-Feb-27					
307 Production of Patient and Carer Information Policy	SD	FOR APPROVAL	Louise O'Connor	21-Mar-27					
892 Incidents Near Miss and Hazard Reporting procedure	SD	FOR APPROVAL	Cathie Steele	31-Jul-27					
18 Inquest guidance	SD	FOR APPROVAL	Louise O'Connor	15-Aug-27		D			
309 - Continuing NHS Healthcare Operational Policy to Support Framework for Implementation	AC	FOR APPROVAL	Tracy Devantier	15-Aug-27					
568 Production and Use of Surveys	SD	FOR	Louise	4-Dec-28					

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Guideline		APPROVAL	O'Connor						
1097 Corporate Safeguarding Policy	SD	FOR APPROVAL	Charlotte Westacott	11-Aug-26					
For Information									
HIW Annual Report	N/A	FOR INFORMATION	N/A					✓	
JCC Quality Safety Outcomes Sub Committee	N/A	FOR INFORMATION	N/A	✓	✓	✓	✓	✓	✓
Work plan 2026/27	N/A	FOR INFORMATION	N/A	✓	✓	✓	✓	✓	✓
Patient Experience Report	N/A	FOR INFORMATION	N/A	✓	✓	✓	✓	✓	✓
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	✓	✓	✓	✓	✓	✓

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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 Board	CSO		CSO	✓	✓	✓	✓	✓	✓
Prepare schedule of meetings	CSO		CSO					✓	
QSEC Annual Work Programme	CSO		CSO	✓	✓	✓	✓	✓	✓

Initials

SD- Sharon Daniel	CSO-Katie Lewis	MP- Marilize Preez	LOC- Louise O'Connor	MH- Mark Henwood
AC- Andrew Carruthers	BL- Bethan Lewis	CS- Cathie Steele	AG- Ardiana Gjini	JS- James Severs
HH- Helen Humphreys	SA- Shaun Ayres	MD- Mandy Davies	RW- Rachel Williams	IB- Ian Bebb
RTP- Rebecca Temple Purcell	ACh- Anna Chiffi	SC- Simon Chiffi	AS- Ann Simpson	LD- Lee Davies
EB- Elin Brocke				