

QUALITY SAFETY & EXPERIENCE COMMITTEE WORK SCHEDULE APRIL 2022 – MARCH 2023

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 2022 – March 2023.

AGENDA ITEM/ ISSUE	LEAD	RESPONSIBLE OFFICER	12 th April 2022	22 nd June 2022	9 th August 2022	11 th October 2021	14 th December 2022	14 th February 2023
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			✓			
Approval of QSEC Self-Assessment Process	Chair	MR				✓		
Outcome Report and Action Plan QSEC Self-Assessment Process	Chair	MR						✓
Workplan Review	Chair/ MR		✓					
Patient/Staff Story	MR		✓ Maternity Services	✓ Paediatric Services	✓	✓	✓	✓
Policies for Approval (as required)	All	All	✓	✓	✓	✓	✓	✓

AGENDA ITEM/ ISSUE	LEAD	RESPONSIBLE OFFICER	12th April 2022	22nd June 2022	9th August 2022	11th October 2021	14th December 2022	14th February 2023
Assurance								
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 Claims Management Report – High Value/Novel Claims EQuIP outcomes 	MR	SP/CS/LOC	✓	✓	✓	✓	✓	✓
Maternity Services Improvement Plan Update following the HIW maternity services inspections across Wales	MR	KG	✓					
Development of a Health Board Falls Strategy		MD		✓				
Nurse Staffing Levels (Wales) Act: Assurance Reports (as required) –Annual Report 2021/22	MR	CH	✓					
Maternity Services Action Plan update	MR	KG		✓				
Nursing Assurance Annual Audit	MR	MR		D	✓			
Operational Group Updates – each group will present a report twice a year.	MR	SP/SD/PK/JPJ	✓ IP&C	✓ SG	✓ ECPAP MM		✓ SG IP&C	✓ MM ECPAP
Annual Report on Committee’s Activity	AL/MR	All	✓					
Annual Report on Sub-Committee’s	MR	SP/	✓					

AGENDA ITEM/ ISSUE	LEAD	RESPONSIBLE OFFICER	12th April 2022	22nd June 2022	9th August 2022	11th October 2021	14th December 2022	14th February 2023
activity for incorporating into QSEC's Annual Report		LOC						
Risks								
Corporate Risks Assigned to QSEC (including new corporate risks assigned to QSEC in light of COVID-19)	MR	ChB		✓	✓		✓	
Receive Sub-Committee Update Reports including Risk Register	MR	SP/LOC	✓	✓	✓	✓	✓	✓
Audit Wales Governance Arrangements Recommendations and Review	AC	AC	✓		✓			
De-escalation of Health Board COVID-19 IPC Measures	MR		D	✓				
WHSCC to provide an update on CAMHS Tier 4 Pathway				✓				
Deep Dive Reports as Required		ALL	✓	✓	✓	✓	✓	✓
Deep Dive Report – Epilepsy and Neurology	AC	AC	✓					
Health Visiting Service– Staffing Levels	MR	BL			✓			
Llwynhendy TB Review- external review	RJ	JM			✓			
Long COVID-19 Patient Pathway	AS	LR			✓			

AGENDA ITEM/ ISSUE	LEAD	RESPONSIBLE OFFICER	12th April 2022	22nd June 2022	9th August 2022	11th October 2021	14th December 2022	14th February 2023
Stroke Services	AS	BA		✓				
School Nursing Deep Dive	MR	BL	✓					
Safeguarding Services Deep Dive	MND	MND	✓					
Paediatric Services	AC	AC		✓				
Health Board Winter Plan 2021/22	AC	KJ				✓		
GIRFT Review of Cardiac Surgery at (SBUHB)	PK		✓					
GIRFT Outcome report for Orthopaedics Services and service/UHB response	AC	KJ		✓				
Clinical Audit Update	MD	IB			✓			✓
Update on COVID-19 Related Activity	MR	MR/ RJ/ AS	✓					
Update Report on Planning Objectives (PO)	EDs	MR/ DW		✓		✓		✓
Scheduled/ Board/ Committee Deep Dive on Specific PO's	ED's				✓ 3C	✓ 5X	✓ 1E	✓ 5W

AGENDA ITEM/ ISSUE	LEAD	RESPONSIBLE OFFICER	12 th April 2022	22 nd June 2022	9 th August 2022	11 th October 2021	14 th December 2022	14 th February 2023
Commissioning for Quality Outcomes	AC	SA		✓ Include an update on external providers for Cardiac				
HIW report on the Learning Disabilities Service Update including an update on the Dream Team Charter. **requested at IC QSEC 02.22	AC	AC		✓ (Update agreed for Board Seminar)				
Initial feedback form HIW review (Stroke Services)	AS	BA		D	✓			
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	✓	✓	✓	✓	✓	✓

AGENDA ITEM/ ISSUE	LEAD	RESPONSIBLE OFFICER	12 th April 2022	22 nd June 2022	9 th August 2022	11 th October 2021	14 th December 2022	14 th February 2023
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	✓	✓	✓	✓	✓	✓

Initials

CSO – Committee Services Officer AL – Anna Lewis/Chair MR – Mandy Rayani JW – Jo Wilson RJ – Ros Jervis AC- Andrew Carruthers AS – Alison Shakeshaft PK – Philip Kloer JP – Jill Paterson LG – Lisa Gostling	LC – Liz Carroll LOC – Louise O'Connor JPJ – Jenny Pugh Jones MD – Mandy Davies AG – Alison Gittins SP – Sian Passey PL – Phil Lloyd KJ – Keith Jones CS- Cathie Steele CH – Chris Hayes	IB – Ian Bebb ChB-Charlotte Beare SG - Subhamay Ghosh CE – Catherine Evans SA – Shaun Ayres AE – Annette Edwards JH – Jina Hawkes JE – John Evans DW- Daniel Warm BA- Bethan Andrews
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

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)