

## 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 2024	13 February 2025
Governance								
Welcome and Apologies	<b>Chair</b>	<b>All</b>	✓	✓	✓	✓	✓	✓
Declarations of Interests	<b>Chair</b>	<b>CSO</b>	✓	✓	✓	✓	✓	✓
Minutes from Previous Meeting and Matters Arising not on Agenda	<b>Chair</b>	<b>CSO</b>	✓	✓	✓	✓	✓	✓
Table of Actions (ToA)	<b>Chair</b>	<b>CSO</b>	✓	✓	✓	✓	✓	✓
Review of Terms of Reference (TORs)	<b>Chair</b>	<b>CSO</b>		✓		✓		
Annual Review of Sub Committees TORs	<b>Chair</b>	<b>CSO</b>			✓			
Self-Assessment outcome of actions from Work Shop	<b>Chair</b>	<b>JW</b>			✓			✓
Outcome of Self-Assessment Presentation	<b>Chair</b>	<b>Chair</b>					✓	
Behaviours Framework	<b>AL</b>	<b>SD</b>	✓					
Patient/Staff Story	<b>LOC</b>		✓ Safer Care Collaborative Staff story	✓ Rheumatology	✓ Oncology	✓ Integrated Care Centre	✓ Paediatrics BGH	✓

AGENDA ITEM/ ISSUE	LEAD	RESPONSIBLE OFFICER	9 April 2024	11 June 2024	15 August 2024	8 October 2024	5 December 2024	13 February 2025
Policies for Approval (as required)	All	All	✓	✓	✓	✓ Incident Reporting Procedure	✓ Mental Capacity Act Strategy	✓
Targeted Intervention Progress Report - TBC	Shaun Ayres	Executive Leads						
Assurance								
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		✓				
Fragile Service Update Report (TI 32, 33, & 35)	SD	SG/CS					✓	
Learning Framework Report (TI 48)	SD	CS					✓	
Presentation on revised operational governance arrangements	AC			✓				

AGENDA ITEM/ ISSUE	LEAD	RESPONSIBLE OFFICER	9 April 2024	11 June 2024	15 August 2024	8 October 2024	5 December 2024	13 February 2025
Duty of Quality Assurance Report incorporating: <ul style="list-style-type: none"> <li>• External Inspection and peer reviews (TI34 &amp; 52)</li> <li>• Nurse Staffing Act Assurance (every 6 months)</li> <li>• Walkrounds (a thematic review on six month basis)</li> <li>• Quality Improvement outcomes (TI 53)</li> <li>• Quality Impact Assessments (TI 32, 33)</li> <li>• Putting things right (TI 51)</li> <li>• HCAI (TI 50)</li> <li>• Duty of Candour (TI 54)</li> <li>• Learning from significant events</li> <li>• Speaking Up reports on quality themes</li> <li>• Paediatrics Service Changes BGH</li> <li>• WHC's overview (every other meeting) (TI 52)</li> </ul>	SD	CS	✓	✓	✓	✓	✓	✓
<a href="#"><u>National Nosocomial COVID-19 Programme End of Programme Learning Report.</u></a>	SD	CS			✓		✓	
Duty of Quality and Candour Annual Report 2024	SD	CS			✓			
Nurse Staffing Levels (Wales) Act: Assurance Reports (as required) –Annual Report 2023/24 and Spring Calculation Cycle	SD	HH				✓		

AGENDA ITEM/ ISSUE	LEAD	RESPONSIBLE OFFICER	9 April 2024	11 June 2024	15 August 2024	8 October 2024	5 December 2024	13 February 2025
Nurse Staffing Levels Impact of Reduction of Agency and Bank Staff on quality, safety and patient experience interim report	SD	HH						✓ (impact of full year report in August 2025)
Patient Acuity i- Welsh Levels of Care Impact on Nurse Staffing Levels	SD	HH				✓		
Quality Engagement Act	SD	CS				✓		
Urgent and Emergency Care Discharge Management Internal Audit	AC	CG/MD			✓			✓ Metrics to evidence quality improvement
Paediatric Occupational Therapy 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	✓					

AGENDA ITEM/ ISSUE	LEAD	RESPONSIBLE OFFICER	9 April 2024	11 June 2024	15 August 2024	8 October 2024	5 December 2024	13 February 2025
Thematic Report on care home fragilities and closures including the impact on length of stay at hospitals for patients and quality assurance for out of area referrals	JP					✓		
Primary Care Quality and Safety Governance and HIW Inspection reports.	JP	RB			✓			✓
Withybush Creche Care Inspectorate Wales Inspection and action plan	AC	RE		✓		✓		
Rheumatology Deep Dive	AC						✓	
Cleanliness Standards Audit report and Action Plan	AC	RE		✓			✓	
Integrated Quality Impact Assessment Process and Terms of Reference	SD	CS		✓				
NHS Exec Review of Neurodevelopment Service, Pyschology and Psychological Intervention for Children and Young People	AC	LC/AL	✓ Action Plan					
Upper GI Surgery (Quality Panel)	MH	CL			D	✓		
Community Nursing	SD	Tracey Evans/ Sarah Cameron				✓		
Nosocomial Review COVID 19 Review Action Plan- learning shared	Operational Leads					✓ opportunity for shared learning across organisation to		✓

AGENDA ITEM/ ISSUE	LEAD	RESPONSIBLE OFFICER	9 April 2024	11 June 2024	15 August 2024	8 October 2024	5 December 2024	13 February 2025
						be embedded as part of new operational structure		
Obstetrics Sonography (Quality Panel)	GRD/KG				D			
Compliance with Additional Learning Needs Act	JS	LJ	✓				✓	
Allergies Testing Service	AC						✓	
ASD Assessments for CYP/ Young Adults	AC	AL			✓			
GIRFT Report Orthopaedic Update (report and action plan)	AC		✓					
Infected Blood Inquiry findings	SD					✓		
GIRFT report General Surgery (Include report and action plan)	MH	AC	✓					
Veteran Health	SD/AC	LH/ BL					✓	
Oncology Deep Dive	AC/ JP	GB/LH		D	✓		✓	
Stroke Services Access Times	JS			✓				
Q&S impact of RAAC – metrics	AC	BA	✓					

AGENDA ITEM/ ISSUE	LEAD	RESPONSIBLE OFFICER	9 April 2024	11 June 2024	15 August 2024	8 October 2024	5 December 2024	13 February 2025
Pembrokeshire Child Practice Review	SD	MND			✓			
<b>Risks</b>								
Corporate Risks Assigned to QSEC	Executive leads	RW (report author)	✓		✓		✓	
Assessing and Prioritising Fragile Services	SD/ SG			✓				
<b>Sub Committee Update Reports</b>								
Quality, Safety and Experience	✓	✓	✓	✓	✓	✓	✓	✓
Listening and Learning:	✓	✓	✓	D	✓	✓	✓	✓
<ul style="list-style-type: none"> <li>To include developments in response to the Communication themes presented in Dec 23</li> <li>Reports on quality and safety matters (case studies if possible) on Speaking up Safely</li> </ul>				D	✓			
<b>For Information</b>								
HIW Annual Report							✓	

AGENDA ITEM/ ISSUE	LEAD	RESPONSIBLE OFFICER	9 April 2024	11 June 2024	15 August 2024	8 October 2024	5 December 2024	13 February 2025
WHSCC QPS Joint Chairs Report			✓	✓	✓	✓	✓	✓
IQPD Minutes			✓	✓	✓	✓	✓	✓
Work plan 2024/25			✓	✓	✓	✓	✓	✓
Patient Experience Report			✓	✓	✓	✓	✓	✓
Agenda setting meeting with Chair and Exec Lead to include discussion on deep dives on new risks (at least 6 weeks before the meeting)	<b>CSO</b>	<b>CSO</b>	✓	✓	✓	✓	✓	✓
Draft agenda to go to Executive Team prior to being issued.	<b>CSO</b>	<b>CSO</b>	✓	✓	✓	✓	✓	✓
Call for papers (at least 4 weeks before the meeting to receive papers at least 14 days before the meeting)	<b>CSO</b>	<b>CSO</b>	✓	✓	✓	✓	✓	✓
Disseminate agenda and papers 7 days prior to the meeting	<b>CSO</b>	<b>CSO</b>	✓	✓	✓	✓	✓	✓
Type up minutes and TOA within 7 days of the meeting	<b>CSO</b>	<b>CSO</b>	✓	✓	✓	✓	✓	✓
Circulate minutes and TOA to Committee for comments, points of accuracy and matters arising within 10 days of the meeting	<b>CSO</b>	<b>CSO</b>	✓	✓	✓	✓	✓	✓
Check and send final version of minutes to the Committee Chair following comments received.	<b>CSO</b>	<b>CSO</b>	✓	✓	✓	✓	✓	✓
Chase updates on TOA before the next meeting and RAG rate	<b>CSO</b>	<b>CSO</b>	✓	✓	✓	✓	✓	✓
Record and track the TOA as part of the decision tracker	<b>CSO</b>	<b>CSO</b>	✓	✓	✓	✓	✓	✓

AGENDA ITEM/ ISSUE	LEAD	RESPONSIBLE OFFICER	9 April 2024	11 June 2024	15 August 2024	8 October 2024	5 December 2024	13 February 2025
Produce written update report for QSEC and Board	CSO	CSO	✓	✓	✓	✓	✓	✓
Prepare schedule of meetings	CSO	CSO					✓	
QSEC Annual Work Programme	CSO	CSO	✓	✓	✓	✓	✓	✓

**Sub Committees:**

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

**Sub Groups:**

Medicines Management Operational Group (MMOG)

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	CL- Caroline Lewis		