QUALITY SAFETY & EXPERIENCE ASSURANCE COMMITTEE WORK SCHEDULE APRIL 2020 – MARCH 2021

Currently, Quality Safety & Experience Assurance Committee (QSEAC) 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 2020 – March 2021 (initials in brackets denotes leads).

AGENDA ITEM/ ISSUE	LEAD	RESPONSIBLE OFFICER	7 APR 2020	7 May 2020	9 JUN 2020	7 JUL 2020	13 AUG 2020	6 OCT 2020	13 Nov 2020	1 DEC 2020	11 FEB 2021
			GOVERNANCE								
Welcome and Apologies	Chair	All	✓	✓	✓	✓	✓	✓	✓	✓	✓
Declarations of Interests	Chair	CSO	✓	✓	✓	✓	✓	✓	✓	✓	✓
Minutes from previous meeting	Chair	CSO	✓		✓		✓	✓		✓	✓
Table of Actions (ToAs)	Chair	CSO	✓		✓		✓	✓		✓	✓
Review of Terms of Reference (TORs)	Chair	AG	✓								✓
Review of Sub Committees TORs	Chair	AG			✓			✓			
Review of membership	Chair	AG									✓
Matters arising not on agenda	Chair	All	✓		✓		✓	✓		✓	✓
Approval of QSEAC Self-Assessment Process	Chair	MR	✓								
Outcome of	Chair	MR			✓						

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QSEAC Self-Assessment Process											
Workplan Review	**Chair/MR**						✓				
Patient/Staff Story	**MR**		✓ (D)				✓ (LD)	✓ (Staff)		✓ CYP	✓
Policies for Approval (as required)	**All**	**All**	✓		✓		✓	✓		✓	✓
Quality and Safety Assurance Report incorporating: • External Monitoring Final Reports • Nurse Staffing Levels (Wales) Act Updates (as required) • Board to Floor Walkabouts • Claims Management Report – High Value/Novel Claims	**MR**	**SP/SC/LOC**	✓		✓		✓ WHCs	✓		✓	✓

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Nurse Staffing Levels (Wales) Act –Annual Report 2019/20			✓			✓	✓				
Receive Sub-Committee Update Reports including Risk Register	MR	AS/PK/LOC			✓		✓	✓		✓	✓
Research & Development (R&D) Activity Report /Annual Reports 2018/19 and 2019/20	PK				✓						
Operational Group Updates – each group will present a report 2 times per year.	MR	SP/SD/PK/JPJ			✓ (SG IP&C)		✓ ECP	✓ (SS & IP)		✓ ECP & MM	✓
Reflective Summary	AL	MR	✓		✓		✓	✓		✓	✓
Annual Report on Committee's Activity	AL/MR	SP/All	✓(via Chairs Action)								
Annual Report on Sub-Committee's activity for incorporating into QSEAC's Annual Report	MR	AS/JPJ/ SD/ LC/SP/ LOC/LG/PK	✓								

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Approval of Annual Quality Statement (AQS)	MR	CS	✓ Final								✓ Draft
Corporate Risks Assigned to QSEAC	MR	ChB	✓ (D)		✓			✓			✓
New Corporate Risks Assigned to QSEAC in light of COVID 19	MR	ChB		✓ (D)	✓						
Deep Dive Report on Risk 855	AC/KJ					✓ (D)	✓				
Risk 129	JP/ND						✓ (D)				
Health Board Winter Plan 2020/21(including DTOC) and Incorporating Risk 810	AC	KJ								✓	
Accessing Emergency Specialist Spinal Services	MR	SP									✓
Staffing Update	MR	MR		✓							
Personal Protective Equipment Update	MR	MR		✓		✓ (V)					

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Critical Care Medicines	JP	JPJ		✓			✓ (Risk 848)				
Clinical Audit Position Statement	MD	IB			✓						
Clinical Audit Update	MD	IB									✓
COVID-19 Response Update	AC	AC			✓						
COVID-19 Update	RJ								✓		
Cancer Treatments During COVID-19	AC	KJ			✓						
Health & Care Standards Fundamentals of Care Audit 2019	MR					✓				✓ (D)	✓
Field Hospitals Update	AC					✓					
Children's Services including CAMHS	AC									✓	
COVID-19 Risk Assessments	MR									✓	
Mortality Review of the Impact on Patients Waiting for a procedure During COVID-19	AC	KJ						✓			✓

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Pandemic											
Risk 628	**AS**							✓			
Assurance Reports Winter Planning on Risks 129 & 810	**AC/JP**	**KJ/ND**						✓			
Risk 635	**HT**									✓	
Risk 684	**AC**							✓			
Director of Public Health Report	**RJ**		✓ (V)								
Enabling Quality Improvement In Practice (EQIiP) - Outcome from 1st cohort	**MR**	**MD**	✓ (D)								
Single Cancer Pathway (taking into consideration the impact to patients and other services due to a lack of Cellular Pathologists)	**AC**	**AS**	✓ (V)								
Sustainability Plan for FLO's	**MR**	**LOC**									✓
Mortality Data	**PK**	**JE**					✓				✓

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Claims Management Report – High Value/Novel Claims	MR	LOC	✓				✓				
Trans-Catheter Aortic Valve Insertion (TAVI) Progress Report	PK				✓ (V)			✓			
Risk Assessment for Orthopaedic Activity	AC	KJ							✓		
COVID-19 Infection, Prevention & Control Root Cause Analysis Learning to Date	SD	MJ							✓		
Thematic Review of Never Events During COVID-19	SP	CS							✓		
Update Regarding Field Hospital Utilisation and Outcomes from HIW Inspections	AC	ALe							✓		
Risk 633 Cancer Pathway	AC	KJ/DB									✓
Deep dive on	MR										✓

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Falls Management											
ADMINISTRATION											
Agenda setting meeting with Chair & Exec Lead to include discussion on deep dives on new risks (at least 6 weeks before the meeting)	**CSO**	**KR**	✓		✓		✓	✓		✓	✓
Draft agenda to go to Executive Team prior to being issued.	**CSO**	**KR**	✓		✓		✓	✓		✓	✓
Call for papers (at least 4 weeks before the meeting to receive papers at least 14 days before the meeting)	**CSO**	**KR**	✓		✓		✓	✓		✓	✓
Disseminate agenda & papers 7 days prior to the meeting	**CSO**	**KR**	✓		✓		✓	✓		✓	✓
Type up minutes and TOA within 7 days of the	**CSO**	**KR**	✓		✓		✓	✓		✓	✓

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meeting											
Circulate minutes & TOA to Committee for comments, points of accuracy & matters arising within 10 days of the meeting	**CSO**	**KR**	✓		✓		✓	✓		✓	✓
Check & send final version of minutes to the Committee Chair following comments received.	**CSO**	**KR**	✓		✓		✓	✓		✓	✓
Chase updates on TOA before the next meeting and RAG rate	**CSO**	**KR**	✓		✓		✓	✓		✓	✓
Record and track the TOA as part of the decision tracker	**CSO**	**KR**	✓		✓		✓	✓		✓	✓
Produce written update report for QSEAC & Board	**CSO**	**KR**	✓		✓		✓	✓		✓	✓
Prepare schedule of meetings	**CSO**	**KR**								✓	
QSEAC Annual Work Programme	**CSO**	**KR**	✓		✓		✓	✓		✓	✓

Initials

CSO – Committee Services Officer	LG – Lisa Gostling	KJ – Keith Jones
KR –Karen Richardson	KM – Karen Miles	CS- Cathie Steele
AL –Anna Lewis/Chair	SJ – Sarah Jennings	JB – John Bennett
MR – Mandy Rayani	LC – Liz Carroll	CH – Chris Hayes
JW – Jo Wilson	LOC – Louise O'Connor	ND- Nick Davies
RJ – Ros Jervis	JPJ – Jenny Pugh Jones	IB – Ian Bebb
AC- Andrew Carruthers	MD – Mandy Davies	ChB-Charlotte Beare
AS – Alison Shakeshaft	AG – Alison Gittins	AS – Andrea Stiens
PK – Philip Kloer	SP – Sian Passey	SG - Subhamay Ghosh
JP – Jill Paterson	GR – Gareth Rees	ALe - Anna Llewellin