

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	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		✓ (Deferred)				✓ (LD)	✓ (Staff)	✓	✓
Policies for Approval (as required)	All	All	✓		✓		✓	✓	✓	✓
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 	MR	SP	✓		✓		✓ WHCs	✓	✓	✓
Nurse Staffing Levels (Wales) Act –Annual Report 2019/20			✓			✓	✓			
Receive Sub-	MR	AS/PK/LOC			✓		✓	✓	✓	✓

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Committee Update Reports including Risk Register										
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			✓ (Safeguarding IP&C)		✓ ECP	✓ (SS & IP)	✓	✓
Reflective Summary	AL	MR	✓		✓		✓	✓	✓	✓
Annual Report on Committee's Activity	AL/MR	SP/AII	✓(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	✓							
Approval of Annual Quality Statement (AQS)	MR	CS	✓ Final							✓ Draft
Corporate Risks Assigned to	MR	ChB	✓ (Deferred)		✓			✓		✓

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QSEAC										
New Corporate Risks Assigned to QSEAC in light of COVID 19	MR	ChB		✓ (Deferred)	✓					
Deep Dive Report on Risk 855	AC/KJ					✓ (Deferred)	✓			
Risk 129	JP/ND						✓ (Deferred)			
Staffing Update	MR	MR		✓						
Personal Protective Equipment Update	MR	MR		✓		✓ (Verbal)				
Critical Care Medicines	JP	JPJ		✓			✓ (Risk 848)			
Clinical Audit Position Statement	MD	IB			✓					
COVID-19 Response Update	AC	AC			✓					
Cancer Treatments During COVID-19	AC	KJ			✓					
Health & Care Standards Fundamentals of Care Audit 2019:	MR					✓			✓	
Field Hospitals	AC					✓				

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Update										
Impact of Delayed Treatment During COVID-19 report	AC	KJ						✓		
Risk 628	AS							✓		
Assurance Reports Winter Planning on Risks 129 & 810	AC/JP	KJ/ND						✓		
Risk 635	RJ								✓	
Risk 684	AC							✓		
Director of Public Health Report	RJ		✓ (Verbal)						✓	
Enabling Quality Improvement In Practice (EQliP) - Outcome from 1 st cohort	MR	MD	✓ (Deferred)							
Single Cancer Pathway (taking into consideration the impact to patients and	AC	AS	✓ (verbal)							

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other services due to a lack of Cellular Pathologists)										
Mortality Data	PK	JE					✓			✓
Claims Management Report – High Value/Novel Claims	MR	LOC	✓				✓		✓	
Trans-Catheter Aortic Valve Insertion (TAVI) Progress Report	PK				✓ (verbal)			✓		
Risk 633 Cancer Pathway	AC	KJ/DB								✓
Deep dive on Falls Management	MR									✓
	ADMINISTRATION									
Agenda setting meeting with Chair & Exec Lead to include discussion on deep dives on new risks (at least 6 weeks before	CSO	KR	✓		✓		✓	✓	✓	✓

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the meeting)										
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 meeting	CSO	KR	✓		✓		✓	✓	✓	✓
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	CSO	KR	✓		✓		✓	✓	✓	✓

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