

**TABLE OF ACTIONS FROM  
QUALITY, SAFETY & EXPERIENCE ASSURANCE COMMITTEE MEETING  
HELD ON 13<sup>th</sup> APRIL 2021**

MINUTE REFERENCE	ACTION	LEAD	TIMESCALE	PROGRESS	RAG Rating
<b>QSEAC (21)43</b>	<p><b>Maternity Services Presentation</b></p> <ul style="list-style-type: none"> <li>To update the Committee on progress against the recommendations from the Healthcare Inspectorate Wales (HIW) National Review of Maternity Services Report in 2019/2020 and the Mothers and Babies: Reducing Risk through Audits and Confidential Enquiries in the UK (MBRRACE-UK) Perinatal Mortality Surveillance Report 2021</li> </ul>	JJ	December 2021	Forward planned on the QSEAC work programme for 2021/22	
<b>QSEAC (21)45</b>	<p><b>Update On Risk 129: Ability To Deliver An Urgent Primary Care Out Of Hours Service For Hywel Dda Patients</b></p> <ul style="list-style-type: none"> <li>To provide further assurance on how Risk 129 and the consequences of the Primary Care Out of Hours service's fragility on patient safety and clinical needs can be mitigated at a future Committee meeting.</li> <li>To discuss how service user experience of the OOH service can be captured and feedback to the Committee.</li> </ul>	AC	October 2021	Forward planned on the QSEAC work programme for 2021/22	
		MR/LOC /DRi	June 2021	<p>The following actions are in progress:</p> <ul style="list-style-type: none"> <li>Meetings with clinical colleagues to discuss their appraisal of the OOH service and care provided to patients throughout the Health Board.</li> </ul>	

MINUTE REFERENCE	ACTION	LEAD	TIMESCALE	PROGRESS	RAG Rating
				<ul style="list-style-type: none"> <li>• Plans underway to develop a staff survey to identify positive practice and areas of improvement for the current service.</li> <li>• Welsh Ambulance Service NHS Trust contacted to request an audit of their activity, particularly when the OOH service has base closures or reduced service, to assess possible impact on other services and service users.</li> <li>• Community Health Council contacted to request their support in the design and implementation of a patient survey to capture patient perception of, and satisfaction with, the service.</li> <li>• Workforce Development Team continue to review the current position and map the service in partnership with the OOH team. Stakeholders will be invited to participate, allowing the service to evaluate the current position and facilitate design of a future workforce and service structure. The information and evidence gathered from these studies will direct service change and provide assurance.</li> </ul>	

MINUTE REFERENCE	ACTION	LEAD	TIMESCALE	PROGRESS	RAG Rating
<b>QSEAC (21)48</b>	<b>Operational Quality, Safety and Experience Sub-Committee Update Reports</b> <ul style="list-style-type: none"> <li>To schedule a deep dive on Mental Health and Learning Disabilities into the Committee work programme.</li> </ul>	SB/LC	June 2021	Forward planned on the QSEAC work programme for 2021/22	
<b>QSEAC (21)49</b>	<b>Operational Quality, Safety and Experience Sub-Committee Annual Report 2020/21</b> <ul style="list-style-type: none"> <li>To discuss with Mrs Alison Shakeshaft and Mrs Ros Jervis the addition of the Assistant Director of Public Health to the QQSESC membership and to approve the revised QQSESC terms of reference via Chair's Action.</li> </ul>	JW/MR	June 2021	The revised QQSESC Terms of Reference will be approved by QQSESC at its meeting on 6 <sup>th</sup> July 2021 prior to submission to QSEAC on 10 <sup>th</sup> August 2021	
<b>QSEAC (21)50</b>	<b>Listening and Learning Sub-Committee Update Report</b> <ul style="list-style-type: none"> <li>To present the revised Listening and Learning Sub-Committee terms of reference to the Committee for approval.</li> </ul>	LO'C	August 2021	Forward planned on the QSEAC work programme for 2021/22	