

## QUALITY SAFETY & EXPERIENCE ASSURANCE COMMITTEE WORK SCHEDULE APRIL 2021 – MARCH 2022

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 2021 – March 2022.

AGENDA ITEM/ ISSUE	LEAD	RESPONSIBLE OFFICER	13 APR 2021	8 JUN 2021	10 AUG 2021	5 OCT 2021	7 DEC 2021	8 FEB 2022
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>	✓	✓	✓	✓	✓	✓
Annual Review of Terms of Reference (TORs)	<b>Chair</b>	<b>CSO</b>						✓
Annual Review of Sub Committees TORs	<b>Chair</b>	<b>CSO</b>			✓			
Approval of QSEAC Self-Assessment Process	<b>Chair</b>	<b>MR</b>			✓			
Outcome of QSEAC Self-Assessment Process	<b>Chair</b>	<b>MR</b>				✓		
Workplan Review	<b>Chair/MR</b>		✓					
Patient/Staff Story	<b>MR</b>		✓ Maternity Services	✓ MHLD (Risk 1032)	✓	✓	✓ Maternity Services	✓
Policies for Approval (as required)	<b>All</b>	<b>All</b>	✓	✓	✓	✓	✓	✓
Quality and Safety Assurance	<b>MR</b>	<b>SP/CS/LOC</b>	✓	✓	✓	✓	✓	✓

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Report incorporating: <ul style="list-style-type: none"> <li>• External Monitoring Final Reports</li> <li>• Nurse Staffing Levels (Wales) Act Updates (as required)</li> <li>• Board to Floor Walkabouts</li> <li>• Claims Management Report – High Value/Novel Claims</li> <li>• EQuIP outcomes</li> </ul>					WHCs			
Nurse Staffing Levels (Wales) Act –Annual Report 2020/21	<b>MR</b>	<b>SP/CS</b>	✓					
Nurse Staffing Level (Wales) Act Implementation– Draft 3 year report 2018-21	<b>MR</b>	<b>SP/CS</b>	✓					
Quality Management System (QMS) Approach	<b>MR</b>	<b>SP/CS</b>					✓	
Improving Together Update	<b>MR</b>	<b>MD/CE</b>		✓				
Receive Sub-Committee Update Reports including Risk Register	<b>MR</b>	<b>AS/PK/LOC</b>	✓	✓	✓	✓	✓	✓
Research & Development (R&D) Activity Report /Annual Reports 2020/21	<b>PK</b>		✓					✓
Operational Group Updates – each group will present a report twice a year.	<b>MR</b>	<b>SP/SD/PK/JPJ</b>	✓ IP&C	✓ SG	✓ ECP MM		✓ SG IP&C	✓ MM ECP
Annual Report on Committee’s Activity	<b>AL/MR</b>	<b>SP/AII</b>	✓(via Chairs Action)					

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Annual Report on Sub-Committee's activity for incorporating into QSEAC's Annual Report	<b>MR</b>	<b>AS/JPJ/ SD/ LC/SP/ LOC/LG/PK</b>	✓					
Corporate Risks Assigned to QSEAC (including new corporate risks assigned to QSEAC in light of COVID-19)	<b>MR</b>	<b>ChB</b>		✓		✓		✓
Update on Single Point of Contact	<b>MR</b>	<b>MD</b>	✓					
Update on Risk 129	<b>JP/AC</b>	<b>AC</b>	✓			✓		
Update on Risk 1032	<b>AC</b>			✓				
Deep Dive Report on Cancer (Risk 633)	<b>AC</b>	<b>KJ</b>			✓			
Deep Dive Report on Stroke	<b>AC</b>	<b>AS</b>			✓			
Deep Dive on Falls Management	<b>MR</b>	<b>MD</b>						
Health Board Winter Plan 2021/22 (including DTOC)	<b>AC</b>	<b>KJ</b>				✓		
Assessing Emergency Specialist Spinal Services	<b>MR</b>	<b>SP</b>			✓			
Clinical Audit Update	<b>MD</b>	<b>IB</b>			✓			✓
Health & Care Standards Fundamentals of Care Audit 2019	<b>MR</b>	<b>MR</b>			✓			
Scheduled Care Update	<b>PK</b>	<b>JE</b>				✓		

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Field Hospitals Evaluation	AC					✓		
Update on COVID-19 Related Activity	MR	MR/RJ/AS		✓				
Director of Public Health Report	RJ	RJ				✓		
Welsh Ambulance NHS Trust (WAST)	AC/MR					✓		
Children's Services 3 Year Plan	AC	AC		✓				
Nurse Staffing Levels (Wales) Act 2016 - Draft Annual Report 2020/21 - Draft 3 Year Report 2018-21 - Extension to Paediatric Inpatient Wards	MR	CH	✓ ✓ ✓					
Internal Audit Report - Q&S Governance - Health and Care Standards - Closure of Actions	MR	MR	✓ (For Info)					
Commissioning for Quality Outcomes	AC	SA		✓				
Response to the National Audit of Care at the End of Life (NACEL)	JP	AE/JH		✓				
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	✓	✓	✓	✓	✓	✓

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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	✓	✓	✓	✓	✓	✓
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 QSEAC and Board	CSO	CSO	✓	✓	✓	✓	✓	✓
Prepare schedule of meetings	CSO	CSO					✓	
QSEAC 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	LC – Liz Carroll LOC – Louise O'Connor JPJ – Jenny Pugh Jones MD – Mandy Davies AG – Alison Gittins SP – Sian Passey PL – Phil Lloyd	IB – Ian Bebb ChB-Charlotte Beare SG - Subhamay Ghosh CE – Catherine Evans SA – Shaun Ayres AE – Annette Edwards JH – Jina Hawkes
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PK – Philip Kloer JP – Jill Paterson LG – Lisa Gostling	KJ – Keith Jones CS- Cathie Steele CH – Chris Hayes	
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