

## QUALITY SAFETY & EXPERIENCE ASSURANCE COMMITTEE WORK SCHEDULE APRIL 2019 – MARCH 2020

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
<b>GOVERNANCE</b>										
Welcome and Apologies	<b>Chair</b>	<b>All</b>	✓	✓	✓	✓	✓	✓	✓	✓
Declarations of Interests	<b>Chair</b>	<b>CSO</b>	✓	✓	✓	✓	✓	✓	✓	✓
Minutes from previous meeting	<b>Chair</b>	<b>CSO</b>	✓		✓		✓	✓	✓	✓
Table of Actions (ToAs)	<b>Chair</b>	<b>CSO</b>	✓		✓		✓	✓	✓	✓
Review of Terms of Reference (TORs)	<b>Chair</b>	<b>AG</b>	✓							✓
Review of Sub Committees TORs	<b>Chair</b>	<b>AG</b>			✓					
Review of membership	<b>Chair</b>	<b>AG</b>								✓
Matters arising not on agenda	<b>Chair</b>	<b>All</b>	✓		✓		✓	✓	✓	✓
Approval of QSEAC Self-Assessment Process	<b>Chair</b>	<b>MR</b>	✓							
Outcome of QSEAC Self-	<b>Chair</b>	<b>MR</b>			✓					

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Assessment Process										
Patient/Staff Story	MR		✓ (Deferred)				✓	✓	✓	✓
Policies for Approval (as required)	All	All	✓		✓		✓	✓	✓	✓
Quality and Safety Assurance 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> </ul>	MR	SP	✓		✓		✓	✓	✓	✓
Nurse Staffing Levels (Wales) Act –Annual Report 2019/20			✓							
Receive Sub-Committee Update Reports including Risk Register	MR	AS/PK/LOC			✓		✓	✓	✓	✓
Operational Group Updates – each group will present a report 2 times per year.	MR	SP/SD/PK/JPJ			✓		✓	✓	✓	✓

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Reflective Summary	<b>AL</b>	<b>MR</b>	✓		✓		✓	✓	✓	✓
Annual Report on Committee's Activity	<b>AL/MR</b>	<b>SP/All</b>	✓(via Chairs Action)							
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>	✓							
Approval of Annual Quality Statement (AQS)	<b>MR</b>	<b>CS</b>	✓ Final							✓ Draft
Corporate Risks Assigned to QSEAC	<b>MR</b>	<b>ChB</b>	✓ (Deferred)		✓		✓		✓	
New Corporate Risks Assigned to QSEAC in light of COVID 19	<b>MR</b>	<b>ChB</b>		✓ (Deferred)	✓					
Incident Reporting During COVID 19	<b>MR</b>	<b>SP</b>		✓ (Verbal)		✓				
Staffing Update	<b>MR</b>	<b>MR</b>		✓						
Personal Protective Equipment Update	<b>MR</b>	<b>MR</b>		✓						
Critical Care Medicines	<b>JP</b>	<b>JPJ</b>		✓						

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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					✓				
Outcome of Clinical Audits undertaken by the Health Board	MD	IB						✓		
Outcome and Impacts of Long Waits for Planned Care on Patients	AC	KJ					✓			
Director of Public Health Report	RJ		✓ (Verbal)						✓	
Enabling Quality Improvement In Practice (EQliP) - Outcome from 1 <sup>st</sup> cohort	MR	MD	✓ (Deferred)							
Hospital Aquired Thrombosis	MR	MD	✓							
Orthodontic Services Update	JP	MO					✓			
Single Cancer	AC	AS	✓							

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Pathway (taking into consideration the impact to patients and other services due to a lack of Cellular Pathologists)			(verbal)							
New Liberty Protection Safeguard Implications for Hywel Dda	<b>JP</b>				✓ (Deferred)					
Being Open Process / Duty of Candour in the NHS	<b>MR</b>	<b>LOC</b>			✓ (Deferred)					
Mortality Performance Reports	<b>PK</b>	<b>JE</b>					✓		✓	
Quarterly Report on Public Health Wales Mortality Data	<b>PK</b>	<b>JE</b>					✓			✓
Claims Management Report – High Value/Novel Claims	<b>MR</b>	<b>LOC</b>	✓				✓		✓	
Being Open Process / Duty of Candour in the NHS	<b>MR</b>	<b>LOC</b>			✓ (Deferred)					

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Trans-Catheter Aortic Valve Insertion (TAVI) Progress Report	PK				✓ (verbal)					
<b>ADMINISTRATION</b>										
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 meeting	CSO	KR	✓		✓		✓	✓	✓	✓

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

**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
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