

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

Currently, Quality Safety & Experience Committee (QSEC) 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	Chair	All	✓	✓	✓	✓	✓	✓
Declarations of Interests	Chair	CSO	✓	✓	✓	✓	✓	✓
Minutes from Previous Meeting and Matters Arising not on Agenda	Chair	CSO	✓	✓	✓	✓	✓	✓
Table of Actions (ToA)	Chair	CSO	✓	✓	✓	✓	✓	✓
Annual Review of Terms of Reference (TORs)	Chair	CSO						✓
Annual Review of Sub Committees TORs	Chair	CSO			✓			
Approval of QSEC Self-Assessment Process	Chair	MR			✓			
Outcome of QSEC Self-Assessment Process	Chair	MR				✓		
Workplan Review	Chair/ MR		✓					
Patient/Staff Story	MR		✓ Maternity Services	✓ MHLD (Risk 1032)	✓ Stroke/ Cancer DD		✓ Maternity Services	✓
Policies for Approval (as required)	All	All	✓	✓	✓	✓	✓	✓

AGENDA ITEM/ ISSUE	LEAD	RESPONSIBLE OFFICER	13 APR 2021	8 JUN 2021	10 AUG 2021	5 OCT 2021	7 DEC 2021	8 FEB 2022
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 Claims Management Report – High Value/Novel Claims EQulP outcomes 	MR	SP/CS/LOC	✓	✓	✓ WHCs	✓	✓	✓
Nurse Staffing Levels (Wales) Act –Annual Report 2020/21	MR	SP/CS	✓					
Nurse Staffing Level (Wales) Act Implementation– Draft 3 year report 2018-21	MR	SP/CS	✓					
HAT Improvement Plan and the All-Wales Thromboprophylaxis	MR	S Ghosh/ M Davies				✓ (as part of Quality and Safety Assurance Report)		
National Screening Programmes (presentation)	MR	Dr Sharon Hillier, Director Screening Division, PHW					✓	
Quality Management System (QMS) Approach	MR	SP/CS					✓	
Improving Together Update	MR	MD/CE		✓				
Receive Sub-Committee Update Reports including Risk Register	MR	AS/PK/LOC	✓	✓	✓	✓	✓ Including LLSC ToRs for QSEC review	✓

AGENDA ITEM/ ISSUE	LEAD	RESPONSIBLE OFFICER	13 APR 2021	8 JUN 2021	10 AUG 2021	5 OCT 2021	7 DEC 2021	8 FEB 2022
Operational Group Updates – each group will present a report twice a year.	MR	SP/SD/PK/JPJ	✓ IP&C	✓ SG (Safeguarding)	✓ ECPAP MM		✓ SG IP&C	✓ MM ECPAP
Annual Report on Committee's Activity	AL/MR	SP/AII	✓(via Chairs Action)					
Annual Report on Sub-Committee's activity for incorporating into QSEC's Annual Report	MR	AS/JPJ/ SD/ LC/SP/ LOC/LG/PK	✓					
Corporate Risks Assigned to QSEC (including new corporate risks assigned to QSEC in light of COVID-19)	MR	ChB		✓		✓		✓
Update on Single Point of Contact	MR	MD	✓					
Update on Risk 129: Ability to deliver an Urgent Primary Care Out of Hours Service for Hywel Dda patients.	JP/AC	AC	✓			✓		
Update on Risk 1032 (Mental Health and Learning Disabilities Waiting Lists)	AC			✓			✓ Including CAMHS Deferred from Oct	
Deep Dive Report on Cancer (Risk 633: <i>Ability to meet the 75% target for waiting times for 2020/21 for the new Single Cancer Pathway – Risk Score 12</i>)	AC	KJ			✓			
Deep Dive Report on Stroke	AC	AS			✓			
Deep Dive Report - Radiology	AC	KJ/ Sarah Perry					✓ Deferred from Oct	
Deep Dive Report - Neurology	MR						✓	

AGENDA ITEM/ ISSUE	LEAD	RESPONSIBLE OFFICER	13 APR 2021	8 JUN 2021	10 AUG 2021	5 OCT 2021	7 DEC 2021	8 FEB 2022
Strategic Log Risk – Paediatrics, Obstetrics and Neo-Natal Services	MR					✓		
Deep Dive Report - Obstetrics, Paediatrics and Neo-Natal services – rota issues	MR						✓	
SSNAP audit data: refreshed view of Stroke Units' performance	AC						✓	
Deep Dive on Falls Management	MR	MD						
Health Board Winter Plan 2021/22 (including DTOC)	AC	KJ				✓		
GIRFT Review of Cardiac Surgery at (SBUHB)	PK					✓		
Accessing Emergency Specialist Spinal Services	MR	SP			✓			
Clinical Audit Update	MD	IB			✓			✓
Health & Care Standards Fundamentals of Care Audit 2019	MR	MR					✓	
Mortality Review and Nosocomial COVID work	PK	JE/ SG/ CS					✓ Deferred from October	
Update on COVID-19 Related Activity	MR	MR/ RJ/ AS		✓	✓	✓	✓	✓
Update on Planning Objectives (PO) <ul style="list-style-type: none"> Deep Dive on Specific PO's 	EDs		✓	✓	✓	✓	✓	✓
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	MR	CH						

AGENDA ITEM/ ISSUE	LEAD	RESPONSIBLE OFFICER	13 APR 2021	8 JUN 2021	10 AUG 2021	5 OCT 2021	7 DEC 2021	8 FEB 2022
- Draft 3 Year Report 2018-21 - Extension to Paediatric Inpatient Wards			✓ ✓ ✓					
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	✓	✓	✓	✓	✓	✓
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	CSO	CSO	✓	✓	✓	✓	✓	✓

AGENDA ITEM/ ISSUE	LEAD	RESPONSIBLE OFFICER	13 APR 2021	8 JUN 2021	10 AUG 2021	5 OCT 2021	7 DEC 2021	8 FEB 2022
meeting and RAG rate								
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					✓	
QSEC 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 PK – Philip Kloer JP – Jill Paterson LG – Lisa Gostling	LC – Liz Carroll LOC – Louise O'Connor JPJ – Jenny Pugh Jones MD – Mandy Davies AG – Alison Gittins SP – Sian Passey PL – Phil Lloyd KJ – Keith Jones CS- Cathie Steele CH – Chris Hayes	IB – Ian Bebb ChB-Charlotte Beare SG - Subhamay Ghosh CE – Catherine Evans SA – Shaun Ayres AE – Annette Edwards JH – Jina Hawkes JE – John Evans
---	---	--

Sub Committees:

- Operational Quality, Safety and Experience Sub-Committee
- Listening and Learning Sub-Committee

Sub Groups:

Effective Clinical Practice Advisory Panel (ECPAP)
 Medicines Management Operational Group (MMOG)
 Safeguarding Group (SG)
 Infection Prevention Strategic Steering Group (IPSSG)