

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	✓ MHLDD (Risk 1032)	✓ Stroke/ Cancer DD		✓ Maternity Services	✓ Health Visiting
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	✓	✓	✓ 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	SG/MD				✓ (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	SP/LOC	✓	✓	✓	✓ (No LLSC update for Oct)		✓ Including LLSC ToRs for QSEC review

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Operational Group Updates – each group will present a report twice a year.	MR	SP/SD/PK/JPJ	✓ IP&C	✓ SG	✓ 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		✓		✓		✓
Operational Risks assigned to QSEC	MR							N/A
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/ SPe					✓	

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Deep Dive Report – Epilepsy and Neurology	AC/PK						✓ verbal update	
Strategic Log Risk – Paediatrics, Obstetrics and Neo-Natal Services	MR					✓		
Deep Dive Report - Obstetrics, Paediatrics and Neo-Natal services – rota issues, including impact on patient experience of temporary transfer of Paediatric Acute Service model to GGH (Risk 793)	MR						✓	
Deep Dive Report - Health Visiting Service	MR	LW						✓
Cardiac Waiting Lists (Risk 117)	AC	PS						✓
SSNAP audit data: Stroke Services Registered Nurse Staffing	AC						✓	
Health Board Winter Plan 2021/22 (including DTOC)	AC	KJ				✓		
GIRFT Review of Cardiac Surgery at (SBUHB)	PK						✓	
Llwynhendy Tuberculosis Review	RJ							✓
Long COVID-19 Patient Pathway	AS	LR						✓
Accessing Emergency Specialist Spinal Services	MR	SP				✓		
Clinical Audit Update	MD	IB				✓		✓

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Nursing Assurance Annual Audit 2021	MR	MR					✓	
Update on COVID-19 Related Activity	MR	RJ/AS/CS		✓	✓	✓	✓	✓
- Update on the review of nosocomial COVID-19 infections		JE/ SG/CS						✓
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 <ul style="list-style-type: none"> - Draft Annual Report 2020/21 - Draft 3 Year Report 2018-21 - Extension to Paediatric Inpatient Wards 	MR	CH	✓ ✓ ✓					
Internal Audit Report <ul style="list-style-type: none"> - 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		✓			✓	
Healthcare Inspectorate Wales (HIW) Activity Update	N/A	N/A						✓(for info)
Agenda setting meeting with Chair and Exec Lead to include discussion on deep dives on new risks (at least 6 weeks before	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
the meeting)								
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 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					✓	
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	LC – Liz Carroll LOC – Louise O’Connor JPJ – Jenny Pugh Jones MD – Mandy Davies AG – Alison Gittins SP – Sian Passey	IB – Ian Bebb ChB-Charlotte Beare SG - Subhamay Ghosh CE – Catherine Evans SA – Shaun Ayres AE – Annette Edwards	LW -Liz Wilson LR -Lance Reed
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AS – Alison Shakeshaft PK – Philip Kloer JP – Jill Paterson LG – Lisa Gostling	PL – Phil Lloyd KJ – Keith Jones CS- Cathie Steele CH – Chris Hayes	JH – Jina Hawkes JE – John Evans PS -Paul Smith SPe - Sarah Perry	
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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)

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AGENDA ITEM/ ISSUE	LEAD	RESPONSIBLE OFFICER	12 th April 2022	22 nd June 2022	9 th August 2022	11 th October 2021	14 th December 2022	14 th February 2023
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 Report and Action Plan QSEC Self-Assessment Process	Chair	MR						✓
Workplan Review	Chair/ MR		✓					
Patient/Staff Story	MR		✓	✓	✓	✓	✓	✓
Policies for Approval (as required)	All	All	✓	✓	✓	✓	✓	✓

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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	✓	✓	✓	✓	✓	✓
Nurse Staffing Levels (Wales) Act: Assurance Reports (as required) –Annual Report 2021/22	MR	CH	✓					
Progress Report on Quality Management System (QMS) Approach	MR	SP/CS			✓			
Receive Sub-Committee Update Reports including Risk Register	MR	SP/LOC	✓	✓	✓	✓	✓	✓
Operational Group Updates – each group will present a report twice a year.	MR	SP/SD/PK/JPJ	✓ IP&C	✓ SG	✓ ECPAP MM		✓ SG IP&C	✓ MM ECPAP
Annual Report on Committee’s Activity	AL/MR	All	✓					
Annual Report on Sub-Committee’s activity for incorporating into QSEC’s Annual Report	MR	SP/ LOC	✓					
Corporate Risks Assigned to QSEC (including new corporate risks assigned to QSEC in light of COVID-19)	MR	ChB		✓		✓		✓

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Operational Risks Assigned to QSEC (including new corporate risks assigned to QSEC in light of COVID-19)	MR	ChB		✓		✓		✓
Deep Dive Reports as Required	AC	ALL	✓	✓	✓	✓	✓	✓
Deep Dive Report – Epilepsy and Neurology	AC	AC	✓					
Deep Dive on Falls Management	MR	MD	✓					
Health Board Winter Plan 2021/22	AC	KJ				✓		
GIRFT Review of Cardiac Surgery at (SBUHB)	PK		✓					
Clinical Audit Update	MD	IB						✓
Nursing Assurance Annual Audit	MR	MR		✓				
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	MR/ DW	✓	✓	✓	✓	✓	✓
Commissioning for Quality Outcomes	AC	SA		✓				
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	CSO	CSO	✓	✓	✓	✓	✓	✓

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prior to being issued.								
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 QSEC and Board	CSO	CSO	✓	✓	✓	✓	✓	✓
Prepare schedule of meetings	CSO	CSO					✓	
QSEC Annual Work Programme	CSO	CSO	✓	✓	✓	✓	✓	✓

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