

QUALITY SAFETY & EXPERIENCE COMMITTEE WORK SCHEDULE APRIL 2023 – MARCH 2024

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 2023 – March 2024.

AGENDA ITEM/ ISSUE	LEAD	RESPONSIBLE OFFICER	11 April 2023	13 June 2023	8 August 2023	5 October 2023	7 December 2023	13 February 2024
Governance								
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						✓
Patient/Staff Story	MR		✓	✓	✓	✓	✓	✓

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Policies for Approval (as required)	All	All	244 – Being Open/Duty of Candour Guideline full overdue review	894 – PTR Policy (Cathie Steele) three yearly review minimal changes ✓ 429 Management & Distribution of Safety Alerts and Notices Policy (CS)	✓	✓	✓	✓
Planning Objectives Update Report				✓		✓		✓
3b – Healthcare Acquired Infection Delivery Plan Reporting frequency TBC								
Assurance								
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	WO LOC		✓				

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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 EQuIP outcomes IPC / C-Diff Updates C19 activity and Nosocomial Reviews Impact of industrial action 	MR	SP/CS	✓	✓	✓	✓	✓	✓
Nurse Staffing Levels (Wales) Act: Assurance Reports (as required) –Annual Report 2021/22	MR	CH			✓			
Public Health Wales Plan and Operational Plan following Llwynhendy Tuberculosis Review	JM	JM		✓				
Nursing Assurance Annual Audit	MR	MR			✓			
CAMHS Tier 4 Pathway Update (CHECK DATE)	MR	LC/AL						
Staffing Position: Health Visiting Service	MR	BL	✓					
Epilepsy in Learning Disabilities Service Review	AC	ME		✓				
Healthy Weight Health Wales Update	JM	CJ		✓				
Risks								
Corporate Risks Assigned to QSEC	MR	ChB	✓		✓		✓	

Commented [KL(DU-CSO1)]: Sorry not sure who is carrying out this work now that CH has retired?

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Receive Sub-Committee Update Reports including Risk Register	MR	SP/LOC	✓	✓	✓	✓	✓	✓
Deep Dive Reports as Required								
Clinical Audit Update	MD	IB			✓			✓
Commissioning for Quality Outcomes	AC	SA			✓			
Update Report on Planning Objectives (PO)	EDs	MR/ DW		✓		✓		✓
For Information								
WHSCC QPS Joint Chairs Report			✓	✓	✓	✓	✓	✓
Work plan 2023/24			✓	✓	✓	✓	✓	✓
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	CSO	CSO	✓	✓	✓	✓	✓	✓

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days prior to the meeting								
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	✓	✓	✓	✓	✓	✓

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 DW- Daniel Warm BA- Bethan Andrews
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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)