

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		✓	✓	✓	✓	✓	✓

AGENDA ITEM/ ISSUE	LEAD	RESPONSIBLE OFFICER	11 April 2023	13 June 2023	8 August 2023	5 October 2023	7 December 2023	13 February 2024
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	✓ IPC include update on WHC airborne isolation requirement	✓ ECPAP MM	✓ SG	✓ MM ECPAP

AGENDA ITEM/ ISSUE	LEAD	RESPONSIBLE OFFICER	11 April 2023	13 June 2023	8 August 2023	5 October 2023	7 December 2023	13 February 2024
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		✓				
Presentation on revised governance arrangements	AC	JW		✓				
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			✓			
Staffing Position: Health Visiting Service	MR	BL	✓					

AGENDA ITEM/ ISSUE	LEAD	RESPONSIBLE OFFICER	11 April 2023	13 June 2023	8 August 2023	5 October 2023	7 December 2023	13 February 2024
Epilepsy in Learning Disabilities Service Review	AC	ME		✓				
Healthy Weight Health Wales Update	JM	CJ	✓					
CAMHS Tier 4 Pathway Update	LC	AL			✓			
Therapies Services Waiting Times Improvement Trajectory	LR				✓			
Health And Social Care Quality Engagement Act Update			✓	✓	✓	✓	✓	✓
National Collaborative Commissioning Unit Quality Improvement Position	MR		✓	✓				
Outcome of Self Assessment for Adult Inpatient Discharge Arrangements	BTP			✓				
Risks								
Corporate Risks Assigned to QSEC	MR	CW	✓		✓		✓	
Receive Sub-Committee Update Reports including Risk Register	MR	WO/LOC	✓	✓	✓	✓	✓	✓
Cwm Seren : Impact of inpatient stay for people with Learning Disabilities	MR	LC/BTP			✓			
Assessing and Prioritising Fragile Services	AC/MR			✓				
Report on Women's Rights Network report on rapes and sexual assaults in hospital	MR	MDN						
Deep Dive Reports as Required								

AGENDA ITEM/ ISSUE	LEAD	RESPONSIBLE OFFICER	11 April 2023	13 June 2023	8 August 2023	5 October 2023	7 December 2023	13 February 2024
Clinical Audit Update	MD	IB			✓			✓
Commissioning for Quality Outcomes	AC	SA			✓			
Update Report on Planning Objectives (PO)	EDs	MR/ DW		✓		✓		✓
PO Deep Dive	MR	SD				✓		
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 days prior to the meeting	CSO	CSO	✓	✓	✓	✓	✓	✓
Type up minutes and TOA within 7	CSO	CSO	✓	✓	✓	✓	✓	✓

AGENDA ITEM/ ISSUE	LEAD	RESPONSIBLE OFFICER	11 April 2023	13 June 2023	8 August 2023	5 October 2023	7 December 2023	13 February 2024
days of the meeting								
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
---	---	---

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)