Quality and Safety Committee Work Programme for 2017/18

Agenda Item	Apr 17	Jun 17	Aug 17	Oct 17	Dec 17	Feb 18	Apr 18	Jun 18	Aug 18	Oct 18
Preliminary Matters										
Apologies	✓	√	~	√	√	√	✓	√	√	✓
Declarations of Interest	√	✓	✓	✓	✓	✓	<u>✓</u>	✓	✓	✓
Work Programme	✓	✓	✓	✓	√	√	✓	√	√	√
Minutes of the meeting held on 17 th August 2017	✓	✓	√	√	√	√	✓	√	√	√
Matters arising not on the agenda	✓	√	✓	√	✓	✓	✓	✓	✓	√
Action Log	✓	✓	✓	√	✓	✓	✓	✓	✓	✓
Presentations/Attendances										
Service Delivery Unit Update and Patient Story	МН	SH	NPT	PoW	PC& CC	MH& LD	MH	SH	NPT	PoW
Update on Big Fight Campaign	✓			√					√	
Pharmacy & Medicines Management Report	✓		✓		✓		<u>✓</u>		✓	
CD Accountable Officer Annual Report			✓						✓	
CAMHS			✓			✓			✓	
Primary and Community Care Quality and Safety Performance Measures	✓		✓		*		✓		✓	
111 Pathfinder Project Update		✓						✓		

Agenda Item	Apr 17	Jun 17	Aug 17	Oct 17	Dec 17	Feb 18	Apr 18	Jun 18	Aug 18	Oct 18
Staying Healthy										
Catering and Nutrition Update	✓						✓			
Staying Healthy (to include vaccination)		√		√		√		✓		√
Safe and Effective Care										
Quality & Safety Dashboard	/	~	✓	✓	✓	✓				
Blood Glucometry		✓	✓			✓		✓		
Infection Control Report		✓		✓		✓	<u>✓</u>	✓	✓	✓
Decontamination Report		√			✓			✓		
Radiation Protection Committee Annual Report					✓					
Quality and Safety Priorities Report			✓	✓						
Human Tissues Act Governance Annual Report						✓				
Safeguarding Report		√				✓				
Themes Identified from Mortality Reviews					✓					
Clinical Audit Policy						√				
Thoracic Surgery Review					√					
Quality Division Feedback Report (HLI/CH)						√				
Never Event report (HLI/AH)						✓				

Pain Review paper Oldor Peoples Report and Dashboard (6 monthly) Palient Experience Report V V V V V V V V V V V V V V V V V V V	Dignified and Individualised Care										
Patient Experience Report V V V V V V V V V V V V V V V V V V V	Pain Review paper					√					
Coding Feasibility Study PROMS update Timely Care Follow-Up Not Booked Improvement in Management of Gallstone Disease Staff and Governance Arrangements Quality & Safety Committee Annual Report Primary and Community Care Quality and Safety Performance Measures Annual Quality and Safety Priorities Approval Quality & Safety Committee Terms of Reference Quality & Safety Forum Annual Quality Statement Report from Quality & Safety Forum Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y	Older Peoples Report and Dashboard (6 monthly)	✓	√	✓	√	√	✓				
PROMS update Timely Care Follow-Up Not Booked Improvement in Management of Gallstone Disease Staff and Governance Arrangements Quality & Safety Committee Annual Report Primary and Community Care Quality and Safety Performance Measures Annual Quality and Safety Priorities Approval Quality & Safety Committee Terms of Reference Quality & Safety Committee Terms of Reference Quality & Safety Committee Self Assessment Annual Quality Statement Report from Quality & Safety Forum Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y	Patient Experience Report	/	√	√	✓	√	✓	✓	~	√	✓
Timely Care Follow-Up Not Booked Improvement in Management of Gallstone Disease Staff and Governance Arrangements Quality & Safety Committee Annual Report Primary and Community Care Quality and Safety Performance Measures Annual Quality and Safety Priorities Approval Quality & Safety Committee Terms of Reference Quality & Safety Committee Terms of Reference Quality & Safety Committee Self Assessment Annual Quality & Safety Forum Annual Quality Statement Report from Quality & Safety Forum Annual Quality & Safety Committee Terms of Reference Annual Report Annual Report Annual Quality Priorities Approval Annual Report A	Coding Feasibility Study	1			~						
Follow-Up Not Booked Inprovement in Management of Gallstone Disease Staff and Governance Arrangements Quality & Safety Committee Annual Report Primary and Community Care Quality and Safety Performance Measures Annual Quality and Safety Priorities Approval Quality & Safety Committee Terms of Reference Quality & Safety Committee Self Assessment Annual Quality Statement Report from Quality & Safety Forum Annual Quality Statement Report from Quality & Safety Forum Annual Quality & Safety Forum Annual Quality Statement Report from Quality & Safety Forum Annual Quality & Safety Forum Annual Quality Statement Annual Quality & Safety Forum Annual Quality Statement Annual Quality & Safety Forum Annual Report Annual Quality & Safety Forum Ann	PROMS update	1						✓			
Staff and Governance Arrangements Quality & Safety Committee Annual Report Primary and Community Care Quality and Safety Performance Measures Annual Quality and Safety Priorities Approval Quality & Safety Committee Terms of Reference Quality & Safety Committee Self Assessment Annual Quality Statement Report from Quality & Safety Forum Annual Quality Statement Report from Quality & Safety Forum Annual Quality Statement Report from Quality & Safety Forum Annual Quality Statement Annual Quality Statement Report from Quality & Safety Forum Annual Quality Statement Annual Gare Standards Scrutiny Report Annual Gare Standards Annual Audit Report Health and Care Standards Annual Audit Report Patient Experience, Risk Management and Legal Services Annual Report 15 Step Challenge Schedule and Proposal Update from Internal and Clinical Audit Leads Internal Audit Report Clinical Outcomes Group Report External Review and Regulatory Bodies Welsh Audit Office Reports* External Review and Regulatory Bodies Welsh Audit Coffice Reports* External Review and Regulatory Bodies Welsh Government Healthcare Quality Divison Feedback Report Ombudsman's Annual Report Welsh Risk Pool Annual Report Ophthalmology Action Plan Update in response to	Timely Care										
Staff and Governance Arrangements Quality & Safety Committee Annual Report Primary and Community Care Quality and Safety Performance Measures Annual Quality and Safety Priorities Approval Quality & Safety Committee Terms of Reference Quality & Safety Committee Terms of Reference Quality & Safety Committee Self Assessment Annual Quality & Safety Forum Annual Quality Safety Forum Annual Quality & Safety Forum Annual Care Standards Scrutiny Report Annual Quality & Safety Forum Annual Report Annu	Follow-Up Not Booked			✓			√				
Quality & Safety Committee Annual Report Primary and Community Care Quality and Safety Performance Measures Annual Quality and Safety Priorities Approval Quality & Safety Committee Terms of Reference Quality & Safety Committee Self Assessment Annual Quality Statement Report from Quality & Safety Forum Report from Quality & Safety Forum Annual Care Standards Scrutiny Report Health and Care Standards Scrutiny Report Patient Experience, Risk Management and Legal Services Annual Report 15 Step Challenge Schedule and Proposal Update from Internal and Clinical Audit Leads Internal Audit Report Clinical Outcomes Group Report External Review and Regulatory Bodies Welsh Audit Office Reports External Review and Regulatory Bodies Welsh Government Healthcare Quality Divison Feedback Report Ombudsman's Annual Report Ophthalmology Action Plan Update in response to	Improvement in Management of Gallstone Disease	1		√							
Primary and Community Care Quality and Safety Performance Measures Annual Quality and Safety Priorities Approval Quality & Safety Committee Terms of Reference Quality & Safety Committee Self Assessment Annual Quality Statement Report from Quality & Safety Forum Peatith and Care Standards Scrutiny Report Health and Care Standards Annual Audit Report Health and Care Standards Annual Audit Report Patient Experience, Risk Management and Legal Services Annual Report Update from Internal and Clinical Audit Leads Internal Audit Report V V V V V V V V V V V V V V V V V V V	Staff and Governance Arrangements										
Performance Measures Annual Quality and Safety Priorities Approval Quality & Safety Committee Terms of Reference Quality & Safety Committee Self Assessment Annual Quality Statement Annual Quality Statement Report from Quality Statement Welah and Care Standards Scrutiny Report Health and Care Standards Scrutiny Report Health and Care Standards Annual Audit Report Patient Experience, Risk Management and Legal Services Annual Report 15 Step Challenge Schedule and Proposal Update from Internal and Clinical Audit Leads Internal Audit Report Clinical Outcomes Group Report Welsh Audit Office Reports* External Review and Regulatory Bodies Welsh Government Healthcare Quality Divison Feedback Report Ombudsman's Annual Report Ophthalmology Action Plan Update in response to	Quality & Safety Committee Annual Report		✓								
Quality & Safety Committee Terms of Reference Quality & Safety Committee Terms of Reference Quality & Safety Committee Self Assessment Annual Quality Statement Report from Quality & Safety Forum Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y							√				
Quality & Safety Committee Self Assessment Annual Quality Statement Report from Quality & Safety Forum Health and Care Standards Scrutiny Report Health and Care Standards Scrutiny Report Patient Experience, Risk Management and Legal Services Annual Report 15 Step Challenge Schedule and Proposal Update from Internal and Clinical Audit Leads Internal Audit Report V V V V V V V V V V V V V V V V V V V	Annual Quality and Safety Priorities Approval	1					√				
Annual Quality Statement Report from Quality & Safety Forum Health and Care Standards Scrutiny Report Health and Care Standards Annual Audit Report Patient Experience, Risk Management and Legal Services Annual Report 15 Step Challenge Schedule and Proposal Update from Internal and Clinical Audit Leads Internal Audit Report Clinical Outcomes Group Report External Review and Regulatory Bodies Welsh Audit Office Reports* External Review and Regulatory Bodies Welsh Government Healthcare Quality Divison Feedback Report Ombudsman's Annual Report Ophthalmology Action Plan Update in response to	Quality & Safety Committee Terms of Reference	/									
Report from Quality & Safety Forum V V V V V V V V V V V V V V V V V V V	Quality & Safety Committee Self Assessment	~									
Health and Care Standards Scrutiny Report Health and Care Standards Annual Audit Report Patient Experience, Risk Management and Legal Services Annual Report 15 Step Challenge Schedule and Proposal Update from Internal and Clinical Audit Leads Internal Audit Report Clinical Outcomes Group Report External Review and Regulatory Bodies Welsh Audit Office Reports* External Inspections Report* External Review and Regulatory Bodies Welsh Government Healthcare Quality Divison Feedback Report Ombudsman's Annual Report Ophthalmology Action Plan Update in response to	Annual Quality Statement		✓	✓							
Health and Care Standards Annual Audit Report Patient Experience, Risk Management and Legal Services Annual Report 15 Step Challenge Schedule and Proposal Update from Internal and Clinical Audit Leads Internal Audit Report Clinical Outcomes Group Report External Review and Regulatory Bodies Welsh Audit Office Reports* External Inspections Report* External Review and Regulatory Bodies Welsh Government Healthcare Quality Divison Feedback Report Ombudsman's Annual Report Ophthalmology Action Plan Update in response to	Report from Quality & Safety Forum	✓	√	√	√	√	✓	✓	✓	√	~
Patient Experience, Risk Management and Legal Services Annual Report 15 Step Challenge Schedule and Proposal Update from Internal and Clinical Audit Leads Internal Audit Report Clinical Outcomes Group Report External Review and Regulatory Bodies Welsh Audit Office Reports* External Inspections Report* External Review and Regulatory Bodies Welsh Government Healthcare Quality Divison Feedback Report Ombudsman's Annual Report Ophthalmology Action Plan Update in response to	Health and Care Standards Scrutiny Report	✓		✓	√Q1						✓
Services Annual Report 15 Step Challenge Schedule and Proposal Update from Internal and Clinical Audit Leads Internal Audit Report Clinical Outcomes Group Report External Review and Regulatory Bodies Welsh Audit Office Reports* External Inspections Report* External Review and Regulatory Bodies Welsh Government Healthcare Quality Divison Feedback Report Ombudsman's Annual Report Ophthalmology Action Plan Update in response to	Health and Care Standards Annual Audit Report							✓			
Update from Internal and Clinical Audit Leads Internal Audit Report Clinical Outcomes Group Report External Review and Regulatory Bodies Welsh Audit Office Reports* External Inspections Report* External Review and Regulatory Bodies Welsh Government Healthcare Quality Divison Feedback Report Ombudsman's Annual Report Welsh Risk Pool Annual Report Ophthalmology Action Plan Update in response to											
Internal Audit Report Clinical Outcomes Group Report External Review and Regulatory Bodies Welsh Audit Office Reports* External Inspections Report* External Review and Regulatory Bodies Welsh Government Healthcare Quality Divison Feedback Report Ombudsman's Annual Report Welsh Risk Pool Annual Report Ophthalmology Action Plan Update in response to	15 Step Challenge Schedule and Proposal							<u>✓</u>			
Clinical Outcomes Group Report External Review and Regulatory Bodies Welsh Audit Office Reports* External Inspections Report* External Review and Regulatory Bodies Welsh Government Healthcare Quality Divison Feedback Report Ombudsman's Annual Report Welsh Risk Pool Annual Report Ophthalmology Action Plan Update in response to	Update from Internal and Clinical Audit Leads										
External Review and Regulatory Bodies Welsh Audit Office Reports* External Inspections Report* External Review and Regulatory Bodies Welsh Government Healthcare Quality Divison Feedback Report Ombudsman's Annual Report Welsh Risk Pool Annual Report Ophthalmology Action Plan Update in response to	Internal Audit Report	/	√	✓	~	√	√	√			
Welsh Audit Office Reports* External Inspections Report* External Review and Regulatory Bodies Welsh Government Healthcare Quality Divison Feedback Report Ombudsman's Annual Report Welsh Risk Pool Annual Report Ophthalmology Action Plan Update in response to	Clinical Outcomes Group Report	/	√	√	~	√	✓	√			
External Inspections Report* External Review and Regulatory Bodies Welsh Government Healthcare Quality Divison Feedback Report Ombudsman's Annual Report Welsh Risk Pool Annual Report Ophthalmology Action Plan Update in response to	External Review and Regulatory Bodies										
External Review and Regulatory Bodies Welsh Government Healthcare Quality Divison Feedback Report Ombudsman's Annual Report Welsh Risk Pool Annual Report Ophthalmology Action Plan Update in response to	Welsh Audit Office Reports*	/	✓	✓	*	√	√	√			
Welsh Government Healthcare Quality Divison Feedback Report Ombudsman's Annual Report Welsh Risk Pool Annual Report Ophthalmology Action Plan Update in response to	External Inspections Report*	✓	√	√	√	√	✓	√			
Feedback Report Ombudsman's Annual Report Welsh Risk Pool Annual Report Ophthalmology Action Plan Update in response to	External Review and Regulatory Bodies										
Welsh Risk Pool Annual Report Ophthalmology Action Plan Update in response to	-			V			✓				
Ophthalmology Action Plan Update in response to	Ombudsman's Annual Report	+	✓								
	Welsh Risk Pool Annual Report	+					✓				
	Ophthalmology Action Plan Update in response to HIW visit										
Analysis of Ombudsman Cases	Analysis of Ombudsman Cases							✓			

^{*} Subject to reports being available following inspections/reviews.

In-Committee	Apr	Jun	Aug	Oct	Dec	Feb	Apr	Jun	Aug	Oct
	17	17	17	17	17	18	<mark>18</mark>	18	18	17

Agenda Items										
Safeguarding Exception Report	✓	✓	√	✓	✓	✓	✓	✓	√	✓
Patient Experience Team Report	✓	√	√	✓	√	✓	✓	✓	✓	✓
Infection Control Exception Report	✓	√	√	Х	√	✓	✓	✓	✓	✓
Control Drugs Incidents			√							
Control Drug Desktop Review (CM)						✓				

Late Papers/Reports	Reason	Revised Date of submission	Authorised by
Safeguarding Report	Missing Multi Agency Information	August 2018	Chair, P.Newman
June Staying Healthy Update	Director of Public Health Vacancy	Back to normal reporting from August 2017	
Health and Safety Annual Report (SHG) (attendance section)		August 2017	Chair, P.Newman
P.E Annual report	Ombudsman Annual report not received in full – to be sent in October meeting with all info included.	October 2017	Chair, P.Newman
June and August Staying Healthy Update	Director of Public Health review of reporting structures	Update to be received before next Committee on reporting arrangements	

Items removed from Work plan	Reason	Authorised by
Clinical Coding	Not repeated reports. Were on the 2016/17 work plan	L. Stauber
Environmental Updates	Not repeated reports. Were on the 2016/17 work plan	L.Stauber