

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	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
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	MH	SH	NPT	PoW	PC& CC	MH& LD	MH	SH	NPT	PoW
Update on Big Fight Campaign	✓			✓					✓	
Pharmacy & Medicines Management Report	✓		✓		✓		✓		✓	
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		✓		✓		✓	✓	✓	✓	✓
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)						✓				

Dignified and Individualised Care										
Pain Review paper					✓					
Older Peoples Report and Dashboard (6 monthly)	✓	✓	✓	✓	✓	✓				
Patient Experience Report	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
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 Committee Self Assessment	✓									
Annual Quality Statement		✓	✓							
Report from Quality & Safety Forum	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Health and Care Standards Scrutiny Report	✓		✓	✓Q1				✓Q3/ 4		✓
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		✓								
Welsh Risk Pool Annual Report						✓				
Ophthalmology Action Plan Update in response to HIW visit										
Analysis of Ombudsman Cases							✓			

* Subject to reports being available following inspections/reviews.

In-Committee	Apr 17	Jun 17	Aug 17	Oct 17	Dec 17	Feb 18	Apr 18	Jun 18	Aug 18	Oct 17
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Agenda Items										
Safeguarding Exception Report	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Patient Experience Team Report	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Infection Control Exception Report	✓	✓	✓	x	✓	✓	✓	✓	✓	✓
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