



Quality and Safety Committee Action Log

Open Actions						
Action No.	Minute Ref.	Date	Agreed Action	Lead	Timescale	Status
1.	158/18	04.10.2018	The risk relating to prison inmates be discussed further outside of the meeting.	PW	October 2018	Risk reviewed by the Unit as part of the review of their Risk Register. Actions in place to minimise the risk, further discussion with the Unit to determine if this risk should be escalated onto the Corporate Risk Register.
2.	160/18	04.10.2018	Clarification be sought as to whether the issue relating to mortuary microphone had been resolved.	CM	October 2018	A requisition for the work has been raised. The company has assigned a project manager and will be on site shortly.
3.	83/18	07.06.2018	Martyn Waygood and Maggie Berry to discuss work programmes for the Quality and Safety and Health and Safety committees.	MW/MB	September 2018	Meeting taking place on 11 th December 2018

Closed Actions						
Action No.	Minute Ref.	Date	Agreed Action	Lead	Timescale	Status
4.	175/18	04.10.2018	The issues relating to the internal audit of Princess of Wales Hospital be raised at the unit's performance review.	CD	October 2018	Updates against the action plan included in the internal audit report
5.	169/18	04.10.2018	Pam Wenger to discuss the governance issues in relation to controlled drugs with Judith Vincent outside of the meeting.	PW	October 2018	Completed
6.	166/18	04.10.2018	The public health annual report for 2017 be circulated outside of the meeting for information.	SH	October 2018	Completed
7.	158/18	04.10.2018	Report in relation to shift standardisation for nursing be provided to the workforce and OD Committee.	GH	October 2018	Completed – received in November 2018
8.	158/18	04.10.2018	Report in relation to recruitment and retention be provided to the workforce and OD Committee.	HR	October 2018	Completed – received in November 2018
9.	07/18 (ii)	01.02.2018	Performance measures to be reviewed for mental health and learning disabilities	GH/DR	September 2018	On the agenda
10.	185/17	07.12.2017	Chronic pain review report be circulated	CM	February 2018	On the agenda

