

Quality & Safety Committee

Cycle of Business (1st January 2021 – 31st March 2022)

The Quality & Safety Committee should, on annual basis, receive a cycle of business which identifies the reports which will be regularly presented for consideration. The annual cycle is one of the key components in ensuring that the Committee is effectively carrying out its role.

The Cycle of Business covers the period 1st January 2021 to 31st March 2022.

The Cycle of Business has been developed to help plan the management of Committee matters and facilitate the management of agendas and committee business.

The principal role of the Committee is set out in the Standing Orders 1.0.1.

Board Cycle of Business (1st January 2021 – 31st March 2022)

Strategic Objectives	Provide high quality, evidence based and accessible care	Work with Communities and partners to reduce inequality, promote well-being and prevent ill health	Ensure sustainability in all that we do, economically, environmentally and socially	Co-create with staff and partners a learning and growing culture
Threats to the Strategic Objectives	<ul style="list-style-type: none"> Failure to deliver a high quality, safe and effective service that improves population health Failure to provide timely health and wellbeing care & services Failure to deliver a service user and carer focussed service. 	<ul style="list-style-type: none"> Failure to engage effectively with our communities to inform, develop and deliver an effective, safe and responsive service that meets the health needs of our communities Failure to engage, listen and act on issues / feedback that would help to reduce inequalities, promote wellbeing and prevent ill health within our communities. 	<ul style="list-style-type: none"> Failure to make robust, informed decisions for our communities and execute them within a sound system of Governance Failure to deliver and maintain financial sustainability Failure to continually adapt and respond to a changing environment. Failure to adopt new technology and innovations to enable change and sustainability 	<ul style="list-style-type: none"> Failure to listen, learn and respond appropriately to the views of our staff and partners to enable continual improvement in our services and culture. Failure to engage, listen and act on feedback to shape services and culture. Failure to engage constructively with partners and have a mutual understanding of each other's issues. Failure to sustain an engaged and effective workforce.
Principal Risks	<p>1. If: there is a significant deterioration in standards of patient safety and care provided by the Health Board. Then: there could be an increase in incidents across the Health Board Resulting In: Potentially avoidable harm and poor clinical outcomes, reduction in trust and confidence in the service, and regulatory action and intervention.</p> <p>2. If: demand exceeds capacity Then: service quality, safety and performance could deteriorate. Resulting in: Potentially avoidable harm and poor clinical outcomes, reduction in public trust and confidence in the service. Regulatory action and intervention.</p>	<p>1. If: engagement and collaboration with the Health Board's communities does not fully deliver the required outcomes Then: it may have failed to effectively understand the health needs of its communities and reflect them in its services. Resulting In: the inability to reduce inequalities, promote wellbeing and prevent ill health in its communities.</p>	<p>1. If: the Health Board's financial strategy / objectives are not met Then: it will have failed to achieve its agreed financial plans Resulting In: Qualification of the accounts, potential regulatory action, adverse impact on longer term financial sustainability and reduced ability to invest in improvement and take associated financial risks.</p> <p>2. If: the Health Board fails to recognise and adopt advances in digital technology and innovations in the design of its business and clinical services. Then: it its ability to remain competitive and sustainable will be affected. Resulting In: the inability to deliver high quality, safe, effective and robust sustainable services for the future (WBFGA).</p>	<p>1. If: the Health Board does not embed its values and behaviours and develop an engaged and motivated workforce / collaboration with its partners</p> <p>2. Then: there is likely to be a deterioration in patient, staff and partner experience, wellbeing and morale.</p> <p>3. Resulting In: an adverse impact on patient care and the recruitment and retention of an engaged and effective workforce.</p>

Item of Business	Executive Lead	Reporting period	Jan 2021	Feb 2021	Mar 2021	April 2021	May 2021	June 2021	July 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022
Preliminary Matters																	
Minutes of the previous meeting	Director of Corporate Governance	All regular meetings	✓		✓		✓		✓		✓		✓		✓		✓
Action Log	Director of Corporate Governance	All regular meetings	✓		✓		✓		✓		✓		✓		✓		✓
Governance, Risk, Performance & Assurance																	
Shared Listening & Learning Story	Executive Director of Nursing & Midwifery	All regular meetings	✓		✓		✓		✓		✓		✓		✓		✓
Maternity Services Improvement Programme Update	Executive Director of Nursing & Midwifery	All regular meetings	✓		✓		✓		✓		✓		✓		✓		✓

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Integrated Locality Group Quality & Safety Reports	Director of Operations/ Executive Director of Nursing & Midwifery	All regular meetings	✓		✓		✓		✓		✓		✓		✓		✓
Quality Dashboard	Executive Director of Nursing & Midwifery	All regular meetings	✓		✓		✓		✓		✓		✓		✓		✓
Safeguarding & Public Protection Annual Report	Executive Director of Nursing & Midwifery	Annually							✓								
Follow Up Outpatients Not Booked	Director of Operations	All Regular meetings	✓		✓		✓		✓		✓		✓		✓		✓
Follow Up Outpatients Not Booked – Ophthalmology	Medical Director	All regular meetings	✓		✓		✓		✓		✓		✓		✓		✓
Covid-19 Update	Director of Public Health	All regular meetings	✓		✓		✓		✓		✓		✓		✓		✓
Mortality Indicators Update	Director of Public Health	Annually					✓										
Mortality Reviews Update	Medical Director	Quarterly			✓				✓				✓				✓
Quality & Safety Committee Annual Report	Director of Corporate Governance	Annually					✓										
Quality & Safety Committee Terms of Reference	Director of Corporate Governance	Annually					✓										
Quality & Safety Committee Annual Self-Assessment	Director of Corporate Governance	Annually					✓										
Organisational Risk Register – Risks Assigned to Quality & Safety Committee	Director of Corporate Governance	All regular meetings	✓		✓		✓		✓		✓		✓		✓		✓
Annual Quality Statement	Executive Director of Nursing & Midwifery	Annually									✓						
Organisational Wide Policies Update (Clinical and Non Clinical)	Director of Corporate Governance / Executive Director of Nursing & Midwifery	Bi-Annually	✓						✓								
Quality Governance – Regulatory Review Recommendations and Progress Updates	Executive Director of Nursing & Midwifery	All regular meetings	✓		✓		✓		✓		✓		✓		✓		✓
Controlled Drugs Local Intelligence Network (CDLIN) Annual Report	Director of Operations	Annually			✓												
Resetting CTM Operating Framework – Harm Review	Medical Director	Quarterly	✓				✓				✓				✓		
Research & Development Update	Director of public Health	Bi-Annually					✓						✓				
Clinical Audit Quarterly Update	Medical Director	Quarterly			✓				✓				✓				✓

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Review of the Governance Matrix (Targeted Intervention)	Director of Corporate Governance	Bi-Annually			✓						✓						✓
Cancer Services Annual Report	Medical Director	Annually			✓												
Prescribing Annual Report	Director of Operations	Annually							✓								
Reports from Sub Groups																	
Infection, Prevention & Control Committee	Executive Director of Nursing & Midwifery	Quarterly	✓				✓		✓				✓		✓		
Infection, Prevention & Control Annual Report	Executive Director of Nursing & Midwifery	Annually					✓										
Medicines Management Expenditure Committee	Director of Operations	Quarterly	✓				✓				✓				✓		
Health, Safety & Fire Sub Committee	Director of Workforce & OD	Quarterly			✓				✓		✓				✓		
Shared Listening & Learning Forum	Executive Director of Nursing & Midwifery	Quarterly	✓				✓				✓				✓		