

Quality & Safety Committee

Cycle of Business (1st January 2022 – 31st December 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 2022 to 31st December 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.

Quality & Safety Committee Cycle of Business (1st January 2022 – 31st December 2022)

Item of Business	Executive Lead	Reporting period	Jan 2022	Feb 2022	Mar 2022	April 2022	May 2022	June 2022	July 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022
SHARED LISTENING & LEARNING														
Shared Listening & Learning Story	Director of Nursing	All regular meetings	✓		✓		✓		✓		✓		✓	
CONSENT AGENDA ITEMS – FOR APPROVAL/NOTING														
Minutes of the previous meeting	Director of Corporate Governance	All regular meetings	✓		✓		✓		✓		✓		✓	
Action Log	Director of Corporate Governance	All regular meetings	✓		✓		✓		✓		✓		✓	
Committee Annual Cycle of Business	Director of Corporate Governance	All regular meetings	✓		✓		✓		✓		✓		✓	
Committee Forward Work Plan	Director of Corporate Governance	All regular meetings	✓		✓		✓		✓		✓		✓	
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			✓ Deferred to May		✓							
WHSSC Quality & Patient Safety Committee Chairs Report	Director of Corporate Governance	Bi-monthly	✓		✓		✓		✓		✓		✓	
WHSSC Quality & Patient Safety Committee Annual Report	Director of Corporate Governance	Annually							✓					
Putting Things Right Annual Report	Director of Corporate Governance	Annually							✓					
Organisational Wide Policies for Approval	Director of Corporate Governance	As and when they arise												
Shared Listening & Learning Forum Highlight Report	Director of Corporate Governance	Bi-Annually					✓				✓ Deferred to Nov		✓ Deferred to Jan 23	
Safeguarding & Public Protection Annual Report	Director of Nursing	Annually											✓ Deferred to Jan 23	
Health & Care Standards Annual Report	Director of Nursing	Awaiting confirmation from WG as to whether this is require for 2022							✓ Deferred to Sept		✓ Deferred to Nov		✓	
Welsh Ambulance Services NHS Trust Patient Experience Report	Director of Nursing	Quarterly			✓		✓				✓			



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					Not received									
Infection, Prevention & Control Committee Highlight Reports	Director of Nursing	Bi-monthly	✓		✓		✓		✓		✓		✓	
Infection, Prevention & Control Annual Report	Director of Nursing	Annually							✓ Deferred to Sept		✓			
Quality Governance – Regulatory Review Recommendations and Progress Updates	Director of Nursing	All regular meetings	✓		✓		✓		✓		✓		✓	
Delivery Unit Performance Dashboards	Director of Nursing	All regular meetings	✓		✓		✓		✓		✓		✓	
Controlled Drugs Local Intelligence Network (CDLIN) Annual Report	Medical Director	Annually					✓							
Cancer Services Annual Report	Medical Director	Annually					✓							
Prescribing Annual Report	Medical Director	Annually											✓	
RADAR Committee Highlight Reports	Medical Director	Bi-Annually					✓ Deferred to July		✓				✓	
Clinical Audit Quarterly Report	Medical Director	Quarterly			✓				✓				✓	
Clinical Audit Annual Plan	Medical Director	Annually			✓									
Clinical Education Annual Report	Medical Director	Annually									✓ Deferred to Nov		✓	
Individual Patient Funding Request Annual Report	Director of Public Health	Annually							✓					
Health, Safety & Fire Sub Committee Highlight Reports	Director for People	Quarterly	✓		✓		✓				✓ Deferred to Nov		✓	
Radiation Safety Committee Highlight Reports	Director of Therapies & Health Sciences	Bi-Annually			✓ January meeting not held						✓ Deferred to Nov		✓ Deferred to January 23	
Learning Disabilities Six Monthly Report	Chief Operating Officer	Bi-Annually	✓						✓					
Community Health Council National Surveys and Quality Monitoring Reviews	Director of Nursing	All regular meetings (from July onwards)							✓		✓		✓ Deferred to January 23	
Covid 19 Inquiry Preparedness	Director of Corporate Governance	Bi-Annually (from September onwards)									✓			
Nosocomial Investigation Update Report	Director of Nursing	All regular meetings (from July onwards)							✓		✓		✓	
Ombudsman's Annual Letter	Director of Corporate Governance	Annually									✓			
GOVERNANCE														
Organisational Risk Register – Risks Assigned to Quality & Safety Committee	Director of Corporate Governance	All regular meetings	✓		✓		✓		✓		✓		✓	



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Welsh Risk Pool Review of Claims, Redress Cases and Inquests – Progress Against the Action Plan	Director of Corporate Governance	Quarterly	✓				✓				✓ Deferred to Nov 23		✓	
CREATING HEALTH														
Covid-19 – Vaccination Report	Director of Public Health	All regular meetings	✓		✓ Closure report									
IMPROVING CARE														
Maternity & Neonates Services Improvement Programme	Director of Nursing/Medical Director	All regular meetings	✓		✓		✓		✓		✓		✓	
Quality Dashboard	Director of Nursing	All regular meetings	✓		✓		✓		✓		✓		✓	
Integrated Locality Group Quality & Safety Reports	Director of Nursing/Chief Operating Officer	All regular meetings	✓		✓		✓		✓		✓		✓	
Report from the Chief Operating Officer	Chief Operating Officer	All regular meetings	✓		✓		✓		✓		✓		✓	
Planned Care Improvement Programme Progress Report (to include Follow Up Outpatients Not Booked and Harm Reviews)	Chief Operating Officer	Quarterly	✓				✓				✓			
Stroke Services Progress Report	Director of Therapies & Health Sciences	Bi-Annually			✓ Deferred to May		✓				✓			
Mortality Indicators and Mortality Reviews	Director of Public Health/Medical Director	Bi-Annually			✓								✓	
Ty Llidiard Progress Reports	Director of Therapies & Health Sciences	All regular meetings					✓		✓		✓		✓	
SUSTAINING OUR FUTURE														
Human Tissue Authority Act Progress Report	Chief Operating Officer	Bi-Annually					✓						✓	