



**QUALITY & SAFETY COMMITTEE – FORWARD WORK PLAN**

Origin of Request	Category of Report / Presentation (Deferred Item/ Additional Item/ Ad-Hoc Item)	Item Title	Lead Officer	Intended Meeting Date
Request made by Director of Nursing for this to be added to the agenda for the January meeting	Additional Item	Reviewed Quality & Safety Framework based on the Gap Analysis	Director of Nursing	18 January 2022 – Deferred to March meeting. Discussion held at the March agenda planning session that it would be best to delay the report until further guidance had been received from Welsh Government. Following discussion at agenda planning held on 6 April 2022 – it was agreed that this needed to be deferred to the November 2022 meeting in light of the discussions being held in relation to the future operating model.  <b>Defer to January 2023 - the revised and Quality &amp; Safety Framework is scheduled to be an agenda item for the Committee in January 2023.</b>
Email request received from the Committee Chair on 14 March 2022	Additional Item	Learning Disabilities Report: <ul style="list-style-type: none"> <li>addressing the recommendations of the 2020 report;</li> <li>including the action plan developed by CTM as a result of that report; and</li> <li>a progress report against the action plan.</li> </ul>	Chief Operating Officer	24 May 2022 – Now July 2022 – Report deferred to the July meeting due to the absence of the Director of Primary, Community & Mental Health Services. <b>Completed. Committee requested that an update was presented on this matter in January 2023.</b>

### Agenda Item 3.2.3



Bwrdd Iechyd Prifysgol  
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On the Quality & Safety Committee Action Log from the February In Committee	Additional Item	Child Safeguarding	Director of Nursing	14 June 2022 In Committee <b>Completed and Ongoing – Further update to be provided to the Committee in January 2023.</b>
Committee Referral made by the Audit & Risk Committee at its February 2022 meeting	Additional Item	Assurance on the Health Board's plan to improve monitoring and reporting in relation to Continuing Healthcare (CHC) and Funded Nursing Care (FNC) activity.	Director of Nursing	19 July 2022 – This item has now been deferred to the September 2022 meeting following agreement by the Committee Chair. On agenda September 2022. – Agreed at the September meeting that a further update to be presented to the November meeting to determine future frequency of reporting.  <b>Subsequent agreement by the Chair and Director of Nursing to defer this item until January 2023 following discussion at the November agenda planning meeting.</b>
Agenda Item agreed at the June Quality & Safety Committee Agenda Planning session	Additional Item	National Maternity & Neonates Assurance Tool	Director of Nursing/Deputy Medical Director	20 September 2022 <b>Learning from Mortality Reviews is captured on the November 2022 agenda.</b>

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Email Request received from the Assistant Director Quality & Safety	Additional Item	Quality Strategy	Director of Therapies & Health Sciences	19 July 2022 – Completed and Ongoing <b>Quality Strategy is on the agenda for November 2022.</b>
Action agreed at the May Quality & Safety Committee	Additional Item	Deep Dive into CAMHS	Chief Operating Officer	20 September 2022 – <b>Agreed at the agenda planning session to defer. Agreed with the Director of Primary, Community &amp; Mental Health Services to defer this to January 2023</b>
Email request from the Director of Nursing	Additional Item	Civica System - Progress Report and Report Examples	Director of Nursing	<b>On Agenda 15 November 2022</b>
Email request received from the Committee Chair	Additional Item	CTMUHB peer review report and action plan	Chief Operating Officer	<b>On Agenda 15 November 2022</b>
Email request from the Director of Corporate Governance following discussion held at Health, Safety & Fire Sub Committee raising this as an area of concern	Additional Item	Datix Cymru – Assurance Report	Director of Corporate Governance	<b>On Agenda 15 November 2022</b>

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Actions agreed at the September Quality & Safety Committee – Request made by the Committee Chair	Incorporated into Maternity and Neonatal Update	<ul style="list-style-type: none"> <li>Report on processes in place for women who are experiencing ectopic pregnancies</li> <li>IMSOP Publication</li> <li>Gynaecology pathway</li> </ul>	Director of Nursing	<b>Update from the Deputy Medical Director and Executive Director of Nursing Office – to note that this update will be captured in an integrated update in January 2023.</b>
Request from the Chair following MHAMC Agenda Planning	Item Deferral as MHAM Committee only monitors the application of the MH Act.	Update on the new Liberty Protection Standards	Director of Nursing	<b>Planned for January 2023</b>
Request from Strategic Planning & Commissioning Manager	Item deferred from November to January to allow for consultation period.	CYP 16-17 year's Acute Admission Policy – For Approval.	Strategic Planning & Commissioning Manager	<b>Planned for January 2023</b>



**Completed Activity From the Forward Work Programme:**

Origin of Request	Category of Report / Presentation (Deferred Item/ Additional Item/ Ad-Hoc Item)	Item Title	Lead Officer	Intended Meeting Date
Notified by the Director of Nursing at the March Quality & Safety Committee	Additional Item	Presentation – Digitisation of the Nursing Care Record	Director of Nursing	19 July 2022 – <b>Completed</b>
Agenda Item agreed at the June Quality & Safety Committee Agenda Planning Session	Additional Item	Community Health Council National Surveys and Quality Monitoring Reviews	Director of Nursing	19 July 2022 – <b>Completed</b>
Email Request received from the Assistant Director Quality & Safety	Additional Item	Incident Management Framework – Listening, Learning and Improving Safety	Director of Nursing	19 July 2022 – <b>Completed</b>
Report received from RTE ILG. Director of Nursing agreed to add to the agenda	Additional Item	National Nosocomial Covid-19 Programme – CTM Update	Director of Nursing	19 July 2022 – <b>Completed</b>

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Origin of Request	Category of Report / Presentation (Deferred Item/ Additional Item/ Ad-Hoc Item)	Item Title	Lead Officer	Intended Meeting Date
Email received from the Director of Corporate Governance	Additional Item	Report on Parc Prison – Quality & Performance of Service Provision	Director of Primary, Community & Mental Health	19 July 2022 – <b>Completed</b>
Email received from the Facilities Governance & Compliance Manager	Additional Item	Facilities Policies for Approval: Security Policy	Chief Operating Officer	19 July 2022 – <b>Completed</b>
Email received from the Director of Primary, Community & Mental Health Services	Additional Item	Dental Contract Reform	Director of Primary, Community & Mental Health	19 July 2022 – <b>Completed</b>
Email Request from the Director of Nursing	Additional Item	Delivery Unit Report - Maternity and Neonatal Services Serious Incidents Assurance Review & Board Systems and Processes for Reporting, Management and Review of Patient Safety Incidents	Director of Nursing	19 July 2022 – <b>Completed</b>
Request made at the May Quality & Safety Committee	Additional Item	Neonatal Deep Dive Review Update	Medical Director	19 July 2022 – <b>Completed</b>

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Origin of Request	Category of Report / Presentation (Deferred Item/ Additional Item/ Ad-Hoc Item)	Item Title	Lead Officer	Intended Meeting Date
Additional report received by email from the Director of Midwifery	Additional Item	Maternity Services Self-Assessment against Maternity National Assurance Framework for Wales	Director of Nursing	27 July 2022 In Committee – <b>Completed</b>
Long standing action on Board Action Log. Agreement given by the Medical Director for a report to be shared with Quality & Safety Committee outlining the progress made against the plans	Additional Item	Safe, Sustainable and Accessible Emergency Medicine and Minor Injury and Illness Services for the People of Rhondda Taff Ely	Medical Director	19 July 2022 – An update on progress has been included in the Rhondda Taf Ely Integrated Locality Group report to the July meeting. <b>Completed</b>
Email request received from the Director of Corporate Governance	Additional Item	Learning From Events Report – Progress Update	Director of Corporate Governance	19 July 2022 – An update has been included as an appendix in the Quality Dashboard report - <b>Completed</b>

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Email Request received from the Committee Chair	Additional Item	Neuro Development Disorder Services – Plans to Address Performance	Chief Operating Officer	20 September 2022 – Update included in the Chief Operating Officers Report. <b>Completed</b>
Action agreed at the July Quality & Safety Committee	Additional Item	Spotlight Report – Increased Demand within A&E/Emergency Department Improvement Work	Chief Operating Officer	20 September 2022 – <b>Completed</b>
Action agreed at the July Quality & Safety Committee	Additional item	Thematic Review of the feedback received from the Community Health Council to include Primary Care	Director of Nursing/Director of Primary, Community & Mental Health Services	20 September 2022 – <b>Completed</b>
Email Request received from the Committee Chair	Additional Item	Risk Assessment and Recording of Absconsions - Global review across all our hospital settings to minimise risk of recurrence	Director Nursing/Chief Operating Officer	20 September 2022 – <b>Report to now be presented to the In Committee session on 11 October 2022 – Completed.</b>
Email Request received from the Committee Chair	Additional Item	Urgent Dental Care Access – Risks and Issues and the Plans in place to mitigate	Director of Primary, Community & Mental Health Services	20 September 2022 – <b>Completed</b>
Email Request received from the Assistant Director of Corporate National Collaborative	Additional Item	NCCU Quality Assessment and Improvement Service - Annual Quality position statement	NCCU Clinical Director for Collaborative Commissioning	20 September 2022 – <b>Completed</b>



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Commissioning Unit				
Origin of Request	Category of Report / Presentation (Deferred Item/ Additional Item/ Ad-Hoc Item)	Item Title	Lead Officer	Intended Meeting Date
Email Request received from the Head of Planning & Commissioning	Additional Item	Transition and Handover from Children to Adults Health Services	Director of Strategy and Transformation	20 September 2022 – <b>Completed</b>
Email Request received from the Head of Assets, Governance & Technical Services	Additional Item	Estates Policy for Approval – PAT Testing Policy	Director of Finance	20 September 2022 – <b>Completed</b>