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ACTION LOG QUALITY & SAFETY COMMITTEE					
Minute Reference	Date of Meeting Action Originated	Issue	Lead Officer	Timescale for Action to be completed	Status of Action (as at March 2023)
7.1	November 2021 January 2022	Quality Dashboard Future hot topics to be presented to the Committee via the Quality Dashboard in relation to Pressure Ulcers and the Deep Dive being undertaken on Thrombosis. Spotlight report to be presented to the July meeting in relation to Medication Errors	Assistant Director of Quality & Safety	Ongoing	Partially Complete - One action in Progress Spotlight report on Community Acquired Pressure Damage presented to the March 22 meeting. Completed. Spotlight report on Patient Falls presented to the May 22 meeting. Completed. Spotlight Report on Medication Errors included in the Quality Dashboard report to the July 22 meeting. Completed. Spotlight on Thrombosis to be agreed. In Progress
5.1	15 November 2022	Organisational Risk Register – Risks Assigned to the Quality & Safety Committee Medical Director to ensure interim timelines were put into place for the Task & Finish Groups referred to in relation to Risk 4080.	Medical Director	January 2023 Revised target date for completion to be confirmed	In Progress The Risk Register has not yet been formally updated as there are external factors that are effecting the timeline (All Wales Rate Card for Additional Duty Hours). At the recent Value & Effectiveness meeting it was decided that the work-

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					streams would be reset. Each work-stream would have an agreed timeline, however, the overall target of each compliance would be March 2024. Risk 4080 will be updated when the targets are set as they will also be attached to a timeline of progress.
5.1	15 November 2022	Organisational Risk Register – Risks Assigned to the Quality & Safety Committee Update to be sought from the Risk Lead in relation to Risk 4512, Care of Patients with Mental Health Needs on the Acute Wards as to how the scoring against this risk would be reduced and what had changed to reduce the scoring	Nurse Director – Mental Health Care Group	24 January 2023 Now 16 March 2023 Now 16 May 2023	In progress Nurse Director for the Mental Health & Learning Disabilities Care Group has advised that this risk is for Acute Care Colleagues to address. An update will be sought for the next meeting in May 2023.
5.1	15 November 2022	Organisational Risk Register – Risks Assigned to the Quality & Safety Committee Update to be provided to a future meeting of the Committee in relation to progress being made in relation to the Welsh	Nurse Director – Mental Health Care Group	16 March 2023	On agenda Update on progress being made in relation to the Welsh Community Care Information System has been included in the Mental Health & Learning Disabilities Care Group report.

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		Community Care Information System.			
6.4	15 November 2022	<p>Report from the Chief Operating Officer</p> <p>Further discussion to be undertaken outside the meeting on reporting to Planning, Performance & Finance Committee and the Quality and Safety Committee as whilst duplication should be avoided between Committees this should be balanced with Members being provided with sufficient information/evidence to allow for detailed scrutiny and gaining of assurance</p>	Assistant Director of Governance & Risk	<p>January 2023</p> <p>Now March 2023</p> <p>Now April 2023</p>	<p>In Progress.</p> <p>The Health Board continues to work to improve the Integrated Performance Reporting to the Board. The lay out, content and specifically the narrative throughout the report to Board is constantly being refined and updated to ensure the Board has the right information at the right time. In addition steps have been taken to ensure that the Board Committees receive the performance information relevant to their remit.</p> <p>The Health Board is holding a workshop with Board Members in Spring 2023 to develop an approach that enables a greater visibility of the most important indicators whilst still presenting all other metrics in a timely fashion for openness and accountability.</p>

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7	15 November 2022	Any Other Business Report to be presented to the next meeting in relation to the position regarding the use of controlled drugs.	Medical Director	March 2023	On agenda Update has been included in the Quality Dashboard report.
9	15 November 2022	How Did we do in this meeting today? Discussion to be held outside the meeting in relation to duplication of reports to Committee meetings	Assistant Director of Governance & Risk	January 2023 Now March 2023 Now April 2023	In Progress. The Health Board continues to work to improve the Integrated Performance Reporting to the Board. The lay out, content and specifically the narrative throughout the report to Board is constantly being refined and updated to ensure the Board has the right information at the right time. In addition steps have been taken to ensure that the Board Committees receive the performance information relevant to their remit. The Health Board is holding a workshop with Board Members in Spring 2023 to develop an approach that enables a greater visibility of the most important indicators whilst still presenting all other metrics

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					in a timely fashion for openness and accountability.
2.1	24 January 2023	Listening & Learning Story Presentation to be shared at a future meeting in relation to the wider piece of work being undertaken in relation to the Volunteer Service.	Director of Nursing	To be agreed	In progress Date to be agreed
5.2.1	24 January 2023	Learning From Events Reports Progress report to be presented to the Committee in three months.	Assistant Director of Concerns & Claims	May 2023	In progress Forward work programme updated
5.3	24 January 2023	Datix Cymru Assurance Report Report on progress to be presented to the Committee in 3-6 months.	Head of Concerns & Business Intelligence	July 2023	In progress Forward work programme updated
6.3	24 January 2023	Quality Dashboard Spotlight Report on Pressure Ulcers and Falls at the next meeting of the Committee.	Deputy Director of Nursing	March 2023	In progress Added to the forward work programme
6.3	24 January 2023	Quality Dashboard Response from Local Authority Leaders to be shared with Committee members once received	Chief Operating Officer	March 2023	In progress

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		following the submission of a letter outlining the Health Board's concerns in relation to delays being experienced with the transfer of patients out of hospital.			
6.7	24 January 2023	Liberty Protection Safeguards Report to be shared with Committee Members later in the year on progress being made in this area.	Head of Safeguarding	To be confirmed	In progress Date to be agreed

PREVIOUSLY REPORTED Completed Actions					
Minute Reference	Date of Meeting Action Originated	Issue	Lead Officer	Timescale for Action to be completed	Status of Action (as at March 2023)
6.3	19 July 2022	Quality Dashboard Committee Members to reflect on what areas they would like future Spotlight Reports to focus on.	Committee Members	September 2022 Now January 2023	Completed and Ongoing Agreed at the January meeting that the next Spotlight Report needs to focus on Emergency Care Incidents – Pressure Ulcers and Falls. Added to the forward work programme. Members will be asked at future meetings which spotlight area they would like to focus on at the next

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					meeting during the Quality Dashboard discussions.
6.1	15 November 2022	Maternity Services & Neonates Improvement Programme Abbreviations to be explained in the next iteration of the report. Updates in relation to the processes in place for women experiencing ectopic pregnancies and the Gynaecology Pathway to be shared at the next meeting.	Director of Midwifery / Deputy Medical Director	November 2022 Now January 2023	Completed Report presented to the 24 January meeting included updates in relation to processes in place for women experiencing ectopic pregnancies and the Gynaecology Pathway
5.3	20 September 2022	Monitoring Continuing Healthcare and Funded Nursing Care Activity Further update to next meeting	Nurse Director, Bridgend Locality	November 2022 Now January 2023	Completed Report received and discussed at the meeting held on 24 January 2023. Agreed that annual updates would be required moving forward which has been added to the annual cycle of business.
5.1	15 November 2022	Organisational Risk Register – Risks Assigned to the Quality & Safety Committee Report to be presented to a future meeting of the Committee in relation to progress being made to	Assistant Director of Concerns and Claims	24 January 2023	Completed and Ongoing Report received and discussed at the meeting held on 24 January 2023. Agreed that a further report on progress would be presented to the May 2023 meeting. The forward work

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		address the Learning From Events backlog.			programme has been updated to reflect this.
5.2	15 November 2022	Datix Cymru Assurance Report Update to be provided to a future meeting to determine whether issues being experienced were as a result of coding issues or staff training issues.	Head of Concerns and Business Intelligence	24 January 2023	Completed and Ongoing Report received and discussed at the meeting held on 24 January 2023. Agreed that a further report on progress would be presented to the July 2023 meeting. The forward work programme has been updated to reflect this.
6.3	15 November 2022	Quality Dashboard Report to be provided to the next meeting outlining how the Health Board was further strengthening the quality and safety elements of how the A&E service operated on a day-to-day basis.	Assistant Director of Quality & Safety	24 January 2023	Completed Verbal update provided to the Committee at the meeting held on 24 January 2023 as part of the Quality Dashboard report. Agreed that a spotlight report would be presented to the March meeting on Emergency Care Incidents – Pressure Ulcers and Falls. This has been added to the forward work programme.
5.1	24 January 2023	Organisational Risk Register Responses to be sought from Executive Leads in relation to the queries raised in relation to Risks 4148; 5276; 5214; 4071 and 3131.	Assistant Director of Governance & Risk	March 2023	Completed Responses to the queries raised shared with Independent Members by email on 10 February 2023.

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6.1	24 January 2023	Maternity Services & Neonates Improvement Programme Feedback to be provided to the next Committee in relation to the urgent make safes that had been put into place following the severe incident that occurred at Prince Charles Hospital.	Head of Midwifery & Gynaecology	March 2023	Completed Response received from the Head of Midwifery & Gynaecology and shared with Independent Members by email on 14 February 2023.
6.3	24 January 2023	Quality Dashboard Caveat to be included within future reports in relation to the severe/death category for patient safety incidents to explain that an incident reported against this category had not necessarily resulted in the death of a patient.	Head of Quality & Patient Safety	March 2023	Completed Report updated following the meeting and future reports will contain the caveat.
6.5	24 January 2023	Monitoring & Reporting of Continuing Healthcare and Funded Nursing Care Activity Annual Report to be presented to the Committee moving forwards with regular reporting of any homes in escalation to be captured in the Quality Dashboard report.	Mental Health Care Group Nurse Director	January 2024	Completed Annual Cycle of Business updated.

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6.1	19 July 2022	Response to 'Improving Care, Improving Lives' National Care Review for Inpatients with a Learning Disability Progress report to be presented to the Committee in six months.	Director of Primary, Community & Mental Health Services	January 2023	Completed Report received at the meeting held on 24 January 2023. Regular updates will be received on this matter as part of Care Group reporting.
6.1	24 January 2023	Maternity Services & Neonates Improvement Programme Feedback to be shared with the Team regarding the suggestion made by N Milligan to amend one of the response options within the questionnaire.	Head of Midwifery & Gynaecology	March 2023	Completed Head of Midwifery & Gynaecology has confirmed that this will be broken down in separate elements going forward