

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 May 2023)
7.1	November 2021 January 2022	<p>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.</p> <p>Spotlight report to be presented to the July meeting in relation to Medication Errors</p>	Assistant Director of Quality & Safety	Ongoing	<p>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.</p> <p>Spotlight on Thrombosis to be agreed. In Progress</p>
5.1	15 November 2022	<p>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.</p>	Medical Director	January 2023 Now August 2023	<p>In Progress The All Wales Rate Card is yet to be agreed Nationally. A paper proposing a localised Rate Card is being developed with finance colleagues engaged as an interim solution. This will be presented through the relevant committees for</p>

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					approval. Work is also being undertaken to combine workforce related risks on the Risk Register.
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	24 May 2023	On agenda Report is on the agenda for the May 2023 meeting.
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	18 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 Now 24 May 2023	On agenda Added to the forward work programme for March 2023. Now Deferred to May 2023
6.7	24 January 2023	Liberty Protection Safeguards	Head of Safeguarding	18 July 2023	In progress

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		Report to be shared with Committee Members later in the year on progress being made in this area.			Progress report to be presented to the 18 July 2023 meeting.
2.2	16 March 2023	<p>Care Group Spotlight Presentation – Mental Health & Learning Disabilities</p> <p>The risk relating to the implementation of the Welsh Community Care Information System to be highlighted as a matter of escalation to the Board within the Committee Highlight Report.</p>	Committee Chair	30 March 2023/25 May 2023	<p>In progress</p> <p>Verbal update on this escalation provided to the Board at the meeting held on 30 March 2023 meeting. Written update has been included in the Highlight Report being presented to the May Board</p>
2.2	16 March 2023	<p>Care Group Spotlight Presentation – Mental Health & Learning Disabilities</p> <p>Mental Health In-Patient Improvement Progress Reports to be presented to future meetings from May 2023 onwards.</p>	Mental Health & Learning Disabilities Care Group Nurse Director	24 May 2023	<p>On agenda</p> <p>Added to the annual cycle of business as a regular item.</p>
2.3	16 March 2023	<p>Care Group Spotlight Report – Unscheduled Care</p> <p>Data to be shared with Members outside the meeting in relation to</p>	Care Group Nurse Director – Unscheduled Care	24 May 2023 Now 18 July 2023	<p>In Progress</p> <p>The report currently received in relation to ambulance handovers is for the whole of CTM. The Team have started to interrogate</p>

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		ambulance handovers to include the data for each individual hospital for the numbers for requested for immediate release and number agreed.			this data and will have to start manually recording at each front door. The Unscheduled Care Senior Management Team are also working collaboratively with WAST to ensure transparent and robust processes are in place. Once this is completed the data will be shared and presented to the Quality & Safety Committee.
2.3	16 March 2023	Care Group Spotlight Report – Unscheduled Care Concerns raised by Committee Members in relation to the boarding of patients in fire evacuation routes to be escalated to the Board within the Committee Highlight Report.	Committee Chair	30 March 2023/25 May 2023	In progress Verbal update on this escalation provided to the Board at the meeting held on March 2023 meeting. Written update has been included in the Highlight Report being presented to the May Board
3.1.5	16 March 2023	Independent Member Walkround Protocols Report to be re-circulated to Members once amendments had been made.	Director of Nursing	24 May 2023	In progress Amended report re-circulated to Members on 10 May 2023 for review. Comments to be returned by 24 May 2023.
5.1	16 March 2023	Organisational Risk Register – Risks Assigned to the Quality & Safety Committee	Assistant Director of Governance & Risk	24 May 2023	In progress Partial response sent to Committee members. Risks 4071 and 4908 have been updated within the May

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		Response to queries raised against a number of risks to be shared with Members outside the meeting.			iteration of the Risk Register. Updates still required regarding Risks 4732 and 4721
6.1	16 March 2023	<p>Maternity Services & Neonates Improvement Programme</p> <p>Review to be undertaken of the metrics included within the report to ensure they aligned with data contained within other reports, for example, the number of concerns and incidents being reported.</p>	Director of Midwifery	24 May 2023 Now 18 July 2023	<p>In progress</p> <p>Work is being undertaken with Patient Safety colleagues to ensure that the information held locally reflects the information being held corporately. Director of Midwifery will be meeting with the Assistant Director of Quality & Safety to discuss this in greater detail. Local Governance leads are fully engaged in ensuring this matter is addressed.</p>
6.3	16 March 2023	<p>Quality Dashboard</p> <p>Review to be undertaken to the data discrepancies contained within the report and the wording of paragraph 2.2 on page 5 of the report.</p>	Assistant Director of Concerns and Claims	24 May 2023	On agenda
6.5	16 March 2023	<p>Stroke Services Progress Report</p> <p>Future iterations of the action plan to include realistic target dates for completion and each action to be linked to the Quality</p>	Director of Therapies & Health Sciences	18 July 2023	<p>In Progress</p> <p>Report to be updated for the meeting due to take place on 18 July 2023.</p>

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		Improvement Measures where applicable.			
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PREVIOUSLY REPORTED Completed Actions					
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5.1	15 November 2022	<p>Organisational Risk Register – Risks Assigned to the Quality & Safety Committee</p> <p>Update to be provided to a future meeting of the Committee in relation to progress being made in relation to the Welsh Community Care Information System.</p>	Nurse Director – Mental Health Care Group	16 March 2023	<p>Completed</p> <p>Update on progress being made in relation to the Welsh Community Care Information System was included in the Mental Health & Learning Disabilities Care Group report presented to the March 2023 meeting.</p>
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</p>	Assistant Director of Governance & Risk	<p>January 2023</p> <p>Now March 2023</p> <p>Now April 2023</p>	<p>Completed</p> <p>Board Development discussion held on 20 April 2023.</p>

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		balanced with Members being provided with sufficient information/evidence to allow for detailed scrutiny and gaining of assurance			
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	16 March 2023	Completed Update included in the Quality Dashboard report presented to the March 2023 meeting.
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	Completed Board Development discussion held on 20 April 2023
6.3	24 January 2023	Quality Dashboard Response from Local Authority Leaders to be shared with Committee members once received 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.	Chief Operating Officer	March 2023	Completed Correspondence was not sent regarding this matter. Joint LA/HB meetings will be held to pursue joint working initiatives and planning for next winter
6.4	16 March 2023	Chief Operating Officers Report	Committee Chair	24 May 2023	Completed Discussion held with the UHB Chair who will be including

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		Committee Chair to have a discussion with the new incoming Health Board Chair in relation to Discharge Delays and whether this could be a future topic for discussion at a Board Development Session.			this topic in a future Board Development session.
5.1	15 November 2022	<p>Organisational Risk Register – Risks Assigned to the Quality & Safety Committee</p> <p>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</p>	<p>Nurse Director – Mental Health Care Group</p> <p>Nurse Director – Care Group Unscheduled Care</p>	<p>24 January 2023</p> <p>Now 16 March 2023</p> <p>Now 24 May 2023</p>	<p>Completed</p> <p>This risk has been reviewed and is proposed for closure in the May 2023 iteration of the Organisational Risk Register. See agenda item 5.1</p>
2.1	16 March 2023	<p>Listening & Learning Story</p> <p>Discussion to be held with G Williams outside the meeting in relation to the Trans Toolkit to determine whether the toolkit could be strengthened further.</p>	Director of Nursing	24 May 2023	<p>Completed</p> <p>Director of Nursing met with G Williams on 11 May 2023</p>