



Quality, Safety & Experience Committee – Annual Cycle of Committee Business

(1st January 2025 to the 31st December 2025)

The Annual Cycle of Committee Business has been developed to help plan the management of Committee matters and facilitate the management of agendas and committee business. The Annual Cycle of Committee Business will be complemented by a "Non-Routine Committee Business (Forward Plan)" for 'one-off' Adhoc items raised during the course of meetings.

The role of the Committee is set out in CTMUHB's standing orders and the Terms of Reference, both of which are available here: [Standing Orders & Standing Financial Instructions - Cwm Taf Morgannwg University Health Board \(nhs.wales\)](#)

The Quality, Safety & Experience Committee meets at **least 6 times per annum**.

Committee Chair: <ul style="list-style-type: none"> Carolyn Donoghue, IM University 	Committee Vice Chair <ul style="list-style-type: none"> Kath Palmer, Vice Chair 	Executive Leads for Agenda Planning <ul style="list-style-type: none"> Greg Dix, Executive Nurse Director / Deputy CEO
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CTMUHB Committee Business:

Items of Business	Executive Lead / Or External Representative	Reporting Frequency	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Consent Agenda	Main Agenda
Committee Governance Arrangements																
1. Action Log	Director of Corporate Governance / Board Secretary	All Regular Meetings	✓		✓		✓		✓		✓		✓		✓ If all actions are complete	✓ If there are actions in progress / overdue actions
2. Minutes of the previous meeting (Public and Closed Session)	Director of Corporate Governance / Board Secretary	All Regular Meetings	✓		✓		✓		✓		✓		✓		✓	X
3. Non-Routine Committee Business (Forward Plan)	Director of Corporate Governance / Board Secretary	All Regular Meetings	✓		✓		✓		✓		✓		✓		✓	X
4. Annual Cycle of Business	Director of Corporate Governance / Board Secretary	All Regular Meetings	✓		✓		✓		✓		✓		✓		✓ Except for the annual review in January	✓ Annual Review only
5. Committee Annual Report	Director of Corporate Governance / Board Secretary	Annually					✓								X	✓
6. Outcome of Annual Committee Self-Assessment	Director of Corporate Governance / Board Secretary	Annually					✓								X	✓
7. Terms of Reference Review	Director of Corporate Governance / Board Secretary	Annually					✓ Defer to Sept 25				✓ Defer to Nov 25		✓ Defer to Jan 26		X	✓

Items of Business	Executive Lead / Or External Representative	Reporting Frequency	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Consent Agenda	Main Agenda
Staff and Service User Experience																
8. Shared Listening & Learning Story	Executive Director of Nursing / Deputy CEO	All Regular Meetings	✓		✓		✓		✓		✓		✓		X	✓
9. Outcome reports - Executive and Independent Member Patient Safety Walkabouts	Executive Director of Nursing / Deputy CEO	Twice per annum.			✓ To be deferred to the May meeting		✓				✓ Defer to Nov 25		✓		X	✓
10. Listening & Learning Stories – Annual Evaluation of Lessons Learnt	Executive Director of Nursing	Annually	✓												X	✓
Setting the Scene – Service Delivery																
11. Thematic Spotlight Presentation • Compassionate Care (January 2026) • Nutrition & Catering (January 2026)	Lead Clinical Executive	All Regular Meetings	✓		✓		✓		✓		✓		✓		X	✓
12. Report from the Clinical Executives	Clinical Executives	All Regular Meetings	✓		✓		✓		✓		✓		✓		X	✓
13. Care Group Highlight Reports	Care Group Nurse Directors/Care Group Medical Directors	All Regular Meetings	✓		✓		✓		✓		✓		✓		X	✓
Delivering our Plan																
14. Quality Dashboard Report	Executive Nurse Director / Deputy Chief Executive	All Regular Meetings	✓		✓		✓		✓		✓		✓		X	✓
15. Stroke Services Progress Report <i>(also captured in the regular Unscheduled Care, Care Group report – it has been agreed that updates on Stroke Services can now be included in the Unscheduled Care Group Highlight Report moving forwards with no separate report required)</i>	Executive Director of Therapies & Health Science / Chief Operating Officer	Twice per annum	✓						✓						X	✓
Governance, Risk and Assurance																
16. Organisational Risk Register – Risks Assigned to Quality & Safety Committee	Director of Corporate Governance	All Regular Meetings	✓		✓		✓		✓		✓		✓		X	✓

17. Health Inspectorate Wales (HIW) Audit Tracker Report	Director of Corporate Governance & Executive Nurse Director / Deputy Chief Executive	All Regular Meetings	✓ (consent)		✓ (consent)		✓ (consent)		✓ (main)		✓ (consent)		✓ (consent)		✓	✓ (to be added to the main agenda on a 6 monthly basis)
Items of Business	Executive Lead / Or External Representative	Reporting Frequency	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Consent Agenda	Main Agenda
Governance, Risk and Assurance Contd.																
18. Coroner's Inquest – Case Activity & Lessons Learned	Executive Medical Director Executive Nurse Director / Deputy Chief Executive	Bi Annually			✓						✓				X	
19. Mortality Indicators and Mortality Reviews	Executive Medical Director	Bi Annually	✓										✓		X	✓
20. Continuing Healthcare (CHC) and Funded Nursing Care (FNC) Activity. (to be placed on main agenda for 2026)	Executive Nurse Director / Deputy Chief Executive	Annually			✓ To be deferred to the May meeting		✓								X	✓
21. Infection, Prevention & Control Annual Report	Executive Nurse Director / Deputy Chief Executive	Annually									✓				X	✓
22. Infection, Prevention & Control Strategy Implementation Plan	Executive Nurse Director / Deputy Chief Executive	Annually					✓								X	✓
23. Putting Things Right Annual Report	Executive Nurse Director / Deputy Chief Executive	Annually							✓ Defer to Sept		✓				✓	X
24. Non Clinical Policies for approval	Executive Portfolio determined.	As and when required													✓	X
25. Clinical Policies Highlight Report	Executive Medical Director	Bi-Annually					✓						✓		✓	X
26. Safeguarding & Public Protection Annual Report	Executive Nurse Director / Deputy Chief Executive	Annually											✓		✓	X
27. Nurse Staffing Levels Wales Act 2016	Executive Nurse Director / Deputy Chief Executive	Twice per Annum					✓						✓		✓	X
28. Medicines Management (Including Controlled Drugs Local Intelligence Network)	Executive Medical Director	Annually plus exception reporting					✓								X	✓

(CDLIN) / Prescribing Annual Report) Prescribing errors captured in quality dashboard)																
29. Oversight on the delivery of the R&D Strategy	Executive Nurse Director / Deputy Chief Executive	Bi Annually					Defer to July		✓				Defer to Jan 2026		x	✓
Items of Business	Executive Lead / Or External Representative	Reporting Frequency	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Consent Agenda	Main Agenda
Governance, Risk and Assurance Contd.																
30. Cancer Services Annual Report	Executive Medical Director	Annually					✓								✓	X
31. RADAR Committee Highlight Annual Report	Executive Medical Director	Annually plus exception reporting			✓ Removed from the March agenda whilst reporting arrangements are being finalised						Defer to Nov 25		Defer to Jan 26		✓	X
32. Clinical Audit Quarterly Report	Executive Medical Director	Quarterly			✓				✓				✓		✓	X
33. Clinical Audit Annual Plan	Executive Medical Director	Annually			✓										✓	X
34. Clinical Education Annual Report	Executive Nurse Director / Deputy Chief Executive	Annually											✓		✓	X
35. Individual Patient Funding Request Annual Report	Executive Director of Strategy & Transformation	Annually								✓					✓	X
36. Radiation Safety Committee Annual and Mid-Year Updates	Executive Director of Therapies & Health Science	Bi Annually			✓ To be deferred to the May meeting		✓						✓		✓	X
37. Ombudsman's Annual Letter and Annual Report	Executive Director of Nursing / Deputy Chief Executive	Annually								✓					✓	X
38. Human Tissue Authority Act Progress Report	Executive Medical Director	Bi Annually	✓						✓						✓	X
39. CTM Carers End of Year Progress Report	Executive Director of Nursing / Deputy Chief Executive	Annually							✓						✓	X
40. Health, Safety & Fire Sub Committee Highlight Reports	Executive Director of People	All meetings following a Sub Committee			✓				✓		✓		Defer to Jan 26		✓ Unless there is an area for escalation	X

41. Health, Safety & Fire Sub Committee Annual Committee Report	Executive Director of People	Annually					Defer to July 25								✓	X
42. Organ Donation Sub Committee Highlight Reports	Executive Medical Director	All meetings following a Sub Committee			✓		Defer to July 25		✓		✓				✓ Unless there is an area for escalation	X
Items of Business	Executive Lead / Or External Representative	Reporting Frequency	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Consent Agenda	Main Agenda
Governance, Risk and Assurance Contd.																
43. Organ Donation Sub Committee Annual Committee Report	Executive Medical Director	Annually					Defer to July 25		Defer to Sept 25		Defer to Jan 2026				✓	X
44. Hosted Organisations Quality, Safety & Experience Updates	JCC Chief Commissioner NIAW Programme Director	TBD													✓ Unless there is an area for escalation	X
45. Anti-Microbial Resistance reports	Executive Medical Director	Twice Per Annum					✓						✓		✓	X
46. Harm Free Care Update	Executive Director of Nursing	Twice Per Annum					✓						✓		X	✓
47. Annual Duty of Quality Report	Executive Director of Nursing	Annually					Defer to July		✓						X	✓
48. Research & Development, Innovation & Improvement	Executive Director of Nursing	Bi Annually									✓				X	✓
49. Patient Experience Forum Update	Executive Director of Nursing	Bi Annually							✓						X	✓