

**RAG Rating****Guide**

	Red - Action date passed - action not complete
	Orange - Action not on target for completion by agreed/revised date
	Yellow - Action on target to be completed by agreed/revised date
	Green- Action complete
	Blue - Action to be removed and replaced by subsequent action

Meeting	Action Ref/ Date Raised	Action	Update	Original Target Date	Revised Target Date	RAG Rating	Lead	Status (Open or Complete)
<b>Open Actions</b>								
QS&I Committee	17.11.20 51.2/2020	<b>Breast Test Wales Action Plan (HIW Audit)</b> SE (HIW) informed the Committee that HIW would be monitoring the progress of the implementation of actions, and she would confirm the approach including timescales with the Committee once they were determined.					RH	Open
<b>Actions Completed (Request for Committee to close)</b>								
<b>Actions previously considered by the Committee - On hold.</b>								
QS&I Committee	11.02.20 08.1/2020	Committee Feedback - Board Secretary to review the Deep Dive guidance in relation to key points including the language of risk, improvement and any programme concerns that the Committee could provide support to resolve.	This work has started but not yet complete due to COVID-19 priorities. Proposed date end Sept 2020		Sep-20		HB	On Hold
QS&I Committee	11.02.20 07.1/2020	Summary of Experience- Framework for assuring Service User Experience The Committee resolved to recommend that the Board consider service user experience ( via a paper outlining a timetable for a strategy / policy and the resources needed ) in further detail at the May Board meeting.	This was due to be scheduled on the agenda for the Board meeting in May All non-urgent reports have been removed from the agenda due to the pressures for staff in response to the Coronavirus. This item will be deferred to a future meeting				RBW/HB	On Hold
QS&I Committee	11.02.20 04.2/2020	Board Assurance Framework The Chair recommended that the Board and Committee's undertake a broad piece of learning around the BAF and culture.	This work has not yet started due to COVID-19 priorities. Board Secretary to determine an appropriate date for completion				HB/RBW	On Hold
QS&I Committee	11.02.20 03.03/2020 (51.1/2019)	Corporate Risk Register- SOPs The Committee requested a timetable (of an audit programme of SOPs) at the next meeting, recognising the current pressures within the Public Health Service Directorate. HB agreed to support SH by articulating the Committee's request outside of the meeting.	This was due to be scheduled on the agenda for the QSIC meeting in May All non-urgent reports have been removed from the agenda due to the pressures for staff in response to the Coronavirus. This item will be deferred to a future meeting				SH/HB	On Hold
QS&I Committee	12.11.19 53.3/2019	The Committee acknowledged the further work to strengthen arrangements for the management of medical devices as part of the improvement work on integrated governance arrangements more broadly. The Committee welcomed the working group that would support and identify arrangements for compliance or exemption from the regulations. QS	Action in progress. Working timeline May 2020 as set out in Welsh Circular.  This has been delayed due to COVID-19 priorities.	11.02.20	19.05.20		QS	On Hold
QS&I	06.08.19	Register of Policies	A Specialist Pharmacist has now been transferred to the Health Protection Division from	11.02.20	06.02.20		QS	On Hold
QS&I Committee	06.08.19 37.2/2019	Microbiology Stabilisation Update The Committee resolved to recommend to the Board that the vision statement, model proposed and risk and benefits be presented at Board in September via the Chief Executive	An update was prepared for BET on 13 January, for consideration by the Transformation Programme Board. This meeting is due to be re-arranged for March and update will be provided at the May 2020 Committee meeting.	11.02.20	19.05.20		QS	On Hold
<b>Completed actions (approved)</b>								
QS&I Committee	17.11.20 51.2/2020	<b>Breast Test Wales Action Plan (HIW Audit)</b> It was confirmed that the Action Plan would be monitored through the directorate management team, and it was agreed that the Committee receive an update on the implementation of actions in May 2021.	This item has been added to the Committee forward look.				SH/LB	Complete
QS&I Committee	17.11.20 51.4/2020	<b>Health and Safety Report</b> Statistics on incident records per directorate - suggestion that this be reviewed to identify any trends or themes. CO agreed to look into this and report back any findings within the Health and Safety Quarter 3 report, noting the need to avoid duplication with the incident reported in the Putting Things Right Report.	Quarter 3 report on the agenda for 9 February QSIC meeting, any trends identified to be discussed at the meeting.				CO	Complete

QS&I Committee	17.11.20 51.4/2020	<b>Health and Safety Report</b> Low compliance in some directorates with statutory and mandatory training. It was agreed that this matter be referred to the Business Executive Team to review.	This has been referred to BET and added to the forward look.				HB	Complete
QS&I Committee	19.05.20 20.3/2020	RBW indicated that a desk top review was underway to better understand management of interventions in enclosed settings informed by records held on TARIAN and Datix. This could be brought to the Committee for consideration when completed, at either the July or	In progress. The work is being undertaken and is being reviewed internally. It will be shared with the Committee in due course. Update: request for deadline date to be extended to November to bring a composite		Nov-20		RBW	Completed
QS&I Committee	07/09/20 44.3/2020	The Committee requested that this report to be added to the next Committee meeting agenda for information, alongside the Putting Things Right report.		November			LB	Completed
QS&I Committee	07/09/20 46.1/2020	The Committee noted the work that was taking place with Digital First in scoping out ways in which to communicate with service users, and requested further information on this at the appropriate time.	This has been added to the Committee Forward Look and will be brought back to the the Committee at the appropriate time.				SH	Completed
QS&I Committee	07/09/20 46.1/2020	The Committee agreed to receive a further update on the reactivation of the screening programmes at its November meeting		November			SH	Completed
QS&I Committee	07/09/20 46.2/2020	The Committee requested a further update on the progress with the internal flu programme to be brought back to the Committee meeting in November.		November			RBW	Completed
QS&I Committee	07/09/20 47.2/2020	It was agreed that LB would circulate the existing work plan to the Committee and seek					LB	Completed