

RAG Rating/Status

At risk	Red - Action date passed or revised date needed
On track	Yellow - Action on target to be completed by agreed/revised date
Complete	Green- Action complete
No longer needed	Blue - Action to be removed and/or replaced by new action

QUALITY, SAFETY AND IMPROVEMENT COMMITTEE

Meeting Item Reference	Action Reference	Lead	Meeting Item Title	Details of action	Update on progress	Original target date	Revised target date	RAG rating/Status
OPEN ACTIONS FOR REVIEW								
QSIC 202208_19/56/2021	QSIC 2021	HB / RBW	Quality Governance Self- Assessment Update	The Committee considered discussions around quality improvement and the need for a tracker to ensure that various elements were not lost during integration. RBW and the Board Business Unit agreed to ensure that these elements would be tracked and cross referenced from a governance perspective going forward.	<p>February 2022: The Quality Governance arrangements recommendations are being incorporated in the Forward Plan for the QSI Committee for 2022/23. This will be considered by the Committee in May 2022. As part of the forward look, we will cross reference each of the outstanding actions to provide assurance to the committee that these are being taken forward.</p> <p>Revised target date requested to May 2022 to align with the report on the forward work plan</p> <p>October 2021 - In Progress</p>	31/01/2022	31/05/2022	At Risk
QSIC 202211_10/70/2021	QSIC 2021	MK	Bi-annual Policy Update	MK to provide an update on the timeline to approval of the out of review Medicines Management and Code of Practice Policy	<p>Whilst the mapping of medicines management has been undertaken, I have not been able to progress with the redraft of the policy as we do not have a lead to do this and our SLA with C&V for pharmaceutical support does not believe this is in scope. Therefore, this is likely to be delayed.</p> <p>The Committee will be reviewing all policies and procedures within its remit as part of the Bi-Annual Policy Update to Committee in May 2022. A further update on progress with this policy will be provided as part of this report.</p> <p>Revised target date requested to May 2022.</p>	January 2022	May 2022	At Risk
OPEN ACTIONS - IN PROGRESS BUT NOT YET DUE								
	None							
ACTIONS RECOMMENDED TO BE CLOSED AT (DATE) MEETING								
QSIC 202211_10/63/2021	QSIC 2021	RBW	Quality Indicators and the Performance Assurance Dashboard	The Committee agreed to trial the use of the dashboard for the next PTR report at Committee, and to consider the best way to present accompanying narrative on the dashboard (including the suggestion of a media clip)	QSIC will receive a narrative report for use in conjunction with the dashboard to be trialled at the February committee meeting			Complete
QSIC 202211_10/63/2021	QSIC 2021	RBW	Quality Indicators and the Performance Assurance Dashboard	The Committee requested that RBW prioritise the area of engagement metrics.	This requirement has been incorporated into the proposed year 2 Our Approach to Engagement implementation plan. This plan includes the use of the new Civica system to systematise proactive and reactive feedback from our customers			Complete
QSIC 202211_10/63/2021	QSIC 2021	JB	Quality Indicators and the Performance Assurance Dashboard	JB agreed to facilitate a training session on the use and understanding of charts at a future Board Development day.	February 2022: Sessions are being scheduled to take place from March to September, dates will be released in the next week. Action proposed to be closed on this basis.	TBC		Complete