

RAG Rating/Status is asked to:

|                  |  |
|------------------|--|
| 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 |  |
| <b>OPEN ACTIONS FOR REVIEW - NONE</b>                                 |                  |        |   |  |   |                      |                     |                   |  |
| QSIC 2022_12_14/4.1   | QSIC 2022/14     | RBW/MK | Putting Things right report (q2)                                      | FT expanded on a planned piece of work to improve Cervical Screening Incidents, particularly in areas where services were not provided by Public Health Wales. This would include engagement with Health Boards to identify issues and a review of current processes, practices and training for quality improvement. JW suggested a review of the extent of commissioning/specification and requirements for quality assurance and relevant revision at a future meeting. | <p><b>13/12/23: Improvement work ongoing which includes a retrospective audit of rejected samples and reattendance rates within a 12 month period. The creation of a Digital request form currently scoping with DHCW. The creation of a dashboard to show rejection rates and source to then share with Health boards. Incident training delivered to CSW programme.</b></p> <p><b>The procedure to undertake a cervical sample for screening occurs in the main in primary care and is not directed commissioned by PHW but forms part of the General Medical Services contract with health boards. The screening operations team have now enlisted the help of a Public Health Consultant for primary care to establish the most appropriate mechanisms to share and raise quality issues with primary care and once this is established will strengthen the quality aspects of the Long term agreement</b></p> <p>18/07/2023: Update on progress to date below. A request will be made to also consider as part of the Screening Service update planned for December 2023. Discussion had with CSW and Quality Team on 7/7. Agreed actions to take forward to improve quality of CSW commissioned services. Avenues being explored/progressed include:<br/>                     1. Collating data to share trends with primary care clusters<br/>                     2. Progression to an electronic reporting form for sample takers<br/>                     3. Work to develop outcome measures/ KPIs taken from Cervical Screening programme standards<br/>                     4. Strengthen LTA's prior to 3 year annual renewal date</p> <p>16/05/2023: Work ongoing but programme has not had quality lead recently. This role is being recruited to and this will be taken forward when successful candidate in place. Work planned on electronic referrals in future which will reduce risk of some incidents.</p> <p>15/02/2023: Work is underway to review the arrangements CSW has with commissioned services. This includes a review of contractual agreements between</p> | 16/05/2023           | 13/12/2023          | <b>At Risk</b>    |  |
| <b>OPEN ACTIONS - IN PROGRESS BUT NOT YET DUE</b>                     |                  |        |   |  |   |                      |                     |                   |  |
| QSIC 2023_07_18/5.8   | QSIC 2023/27     | CO     | Health and Safety Update: Annual Report 2022/23 and Q1 report 2023/24 | Committee members referenced Table 3 (Health and Safety Reported Incidents by Category 2022/23) and commented that it would be useful to have a sense of the problem and impact, and whether there was a mechanism to indicate serious issues and improvements. CO agreed to provide a case study to the Committee at its December meeting which would demonstrate the reporting system benefits to addressing incidents at a system level.                                | <b>13/12/23: Due to a change in personell, the Health and Safety case study has been postponed. This will be rescheduled on the agenda for 2023/24.</b>   | 13/12/2023           | 21/02/2024          | <b>On Track</b>   |  |
| <b>ACTIONS RECOMMENDED TO BE CLOSED AT (13 DECEMBER 2023) MEETING</b> |                  |        |   |  |   |                      |                     |                   |  |
| QSIC 2023_10_12/5.3   | QSIC 2023/35     | AJ/MK  | Seasonal Planning Update (Health Protection)                          | Reflecting on the usefulness of the Seasonal Planning Update report, the Committee requested that the report be shared with peer groups such as Chairs and Chief Executives across NHS Wales.  | <b>13/12/23: AJ advised that the CEO would have provided a level of update during her attendance at NHS CEO meetings. An updated report will be circulated to the Chairs Peer Group meeting on the 9th January 2024. Suggest action closed on this basis</b>  | 13/12/2023           |                     | <b>Complete</b>   |  |
| QSIC 2023_10_12/3.7   | QSIC 2023/34     | AC     | Infection, Prevention and Control Mid-Year Update                     | The Committee requested a verbal update on efforts to seek a resolution on the vaccination recording system following discussion with Iain Bell and Digital Health Care Wales (DHCW)   | <b>13/12/23: Tarain Data base being used to capture vaccination data and reporting. Vaccination rates reported at the Flu vaccination delivery group. Suggest this action can be closed on this basis.</b>  | 13/12/2023           |                     | <b>Complete</b>   |  |

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| QSIC 2023_02_15/4.3.1 | QSIC 2023/4  | LB    | Managing Risk:<br>Corporate and Strategic<br>Risk Register     | The Committee noted progress on discussions with Betsi Cadwaladr Health Board regarding medical training posts. Discussion continued around the possibility of collaboration with Liverpool University Medical School, it was noted that discussions had taken place previously around similar capacity challenges, and noted it may result in a loss of focus towards retaining staff in Wales. The Chair asked that this issue be cross referred to the People and Organisational Development Committee when they considered workforce planning and clinical governance issues; | <b>13/12/23: This is being progressed within the POD workplan. Since this action there have been further developments in our approach to cross-committee working. A meeting will be held in November for Committee Chairs to discuss this in a broader context which will inform the approach for next year, particularly in relation to a joined up approach to workforce issues across Committees. Suggest the action is closed on that basis.</b><br>04/10/2023: PODCOM has been moved to November 2023. This item remains on the agenda for this meeting.<br>18/07/2023: The PODCOM item for Worforce Planning is now scheduled for the October PODC meeting, this action will be discussed as part of the agenda item.<br><b>16/05/2023:</b> This has been referred to PODC to consider in July (19.07.23). A further update will be provided at the October QSIC meeting. | 12/10/2023 | 13/12/2023 | Complete |
| QSIC 2023_07_18/5.4   | QSIC 2023/24 | IB    | Managing Risk:<br>Corporate and Strategic<br>Risk Register     | SR1- Committee members reflected on the challenge to measure the Organisations impact in this area as a system wide approach was required. The Committee sought clarification on the actions that were within the role of Public Health Wales for this risk, noting the system wide, outward facing nature of the risk. The Committee requested Iain Bell provide a response to the Committee   | <b>13/12/23: This will be considered as part of the review of risk currently underway and will be reported to Board in January 2024. Suggest action is closed on this basis.</b>  | 13/12/2023 |            | Complete |
| QSIC 2023_07_18/5.4   | QSIC 2023/25 | PV    | Managing Risk:<br>Corporate and Strategic<br>Risk Register     | The Committee went on to suggest that the Business Executive Team may wish to consider strengthening the narrative around Climate Change within the Strategic Risk Register.  | <b>13/12/23: This will be considered as part of the review of risk currently underway and will be reported to Board in January 2024. Suggest action is closed on this basis.</b>  | 13/12/2023 |            | Complete |
| QSIC 2023_10_12/3.1   | QSIC 2023/28 | MK    | Tuberculosis (TB)<br>Action Plan- Update on<br>Implementation  | The Committee requested a revised iteration of the update on progress of actions within the approved TB Action plan report (focused on clarity of the varying roles, timelines, RAG system and governance arrangements) at the February 2024 Committee meeting.   | <b>13/12/23: This will be considered at the February 2024 Committee meeting. Suggest action is closed on this basis.</b>  | 13/12/2023 |            | Complete |
| QSIC 2023_10_12/3.2   | QSIC 2023/29 | TC    | Audit Wales Report on<br>Screening, and<br>Management Response | The Committee suggested TC may wish to send a letter to the Screening Recovery Team in thanks of their support.   | <b>13/12/23: Confirmed that TC would send a letter of thanks to the Screening Service Team on behalf of the Committee. Suggest action closed on this basis.</b>   | 13/12/2023 |            | Complete |
| QSIC 2023_10_12/3.2   | QSIC 2023/30 | MK/SH | Audit Wales Report on<br>Screening, and<br>Management Response | The Committee requested that SH liaise with JB and Iain Bell, National Director for Knowledge, Research and Information in order to produce an options paper around future iterations of the Screening Recovery Update. The Committee agreed to hold a workshop at the next Committee meeting to consider the points in further detail.   | <b>13/12/23: A Screening Recovery Workshop to consider the points raised has been planned for the December 2023 Committee meeting. Suggest action is closed on this basis.</b>  | 13/12/2023 |            | Complete |
| QSIC 2023_10_12/3.3   | QSIC 2023/31 | PV/MK | Managing Risk<br>(Strategic Risk Register)                     | Referencing Strategic Risk 6, The Board Secretary agreed to liaise with Meng Khaw, Lead Executive to review the risk rating, ensuring that the work underway in terms of screening recovery was accurately reflected in the overall risk rating.  | <b>13/12/23: This will be considered as part of the review of risk currently underway and will be reported to Board in January 2024. Suggest action is closed on this basis.</b>  | 13/12/2023 |            | Complete |
| QSIC 2023_10_12/3.3   | QSIC 2023/32 | PV    | Managing Risk<br>(Strategic Risk Register)                     | The Committee discussed the number of Strategic Risks within the remit of the Committee and the challenge this presented to discuss in depth within the time available at the meeting. It was agreed that the Committee approach to Strategic risk would be reviewed to consider allocation of Risks between the Committees, and opportunities for joint working  | <b>13/12/23: This will be considered as part of the review of risk currently underway and will be reported to Board in January 2024. Suggest action is closed on this basis.</b>  | 13/12/2023 |            | Complete |

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| QSIC 2023_10_12/3.4 | QSIC 2023/33 | LB | Update on Implementation of Duty of Candour and Duty of Quality Act | The Committee noted that consideration of the web development work by the Knowledge, Research and Information Committee may be beneficial, and went on to request that LB look to facilitate joint work between all the Board Committees around workforce matters. | <b>13/12/23: A meeting was held in November for Committee Chairs to discuss this in a broader context which will inform the approach for next year, particularly in relation to a joined up approach to workforce issues across Committees. Suggest the action is closed on that basis.</b> | 13/12/2023 |  | Complete |
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