

QUALITY SAFETY & EXPERIENCE SUB-COMMITTEE FORWARD PLAN OF BUSINESS - FEBRUARY 2025 – MARCH 2026

Currently, Quality Safety & Experience Committee (QSO) meets bi-monthly. Based on this, the following table represents a proposal to incorporate the duties as outlined in the Committee's Terms of Reference into a basic work programme February 2025 – March 2026.

AGENDA ITEM/ ISSUE	LEAD	RESPONSIBLE OFFICER	3 Feb 2025	31 Mar 2025	2 June 2025	4 Aug 2025	6 Oct 2025	1 Dec 2025	2 Feb 2026
Standing Items									
Welcome and Apologies	Chair	All	✓	✓	✓	✓	✓	✓	
Declarations of Interests	Chair	CSO	✓	✓	✓	✓	✓	✓	
Minutes from Previous Meeting and Matters Arising	Chair	CSO	✓	✓	✓	✓	✓	✓	
Action Log	Chair	CSO	✓	✓	✓	✓	✓	✓	
Listening and Learning – Patient Story	Chair	CB	✓	✓	✓	✓	✓	✓	
Summary of Services in Escalation	Chair	CB	✓	✓	✓	✓	✓	✓	
Incident and Concerns Report	Chair	CB	✓	✓	✓	✓	✓	✓	
Policy Group Report –	Chair	ID?	✓		✓		✓		
Key Issues for Health Board Quality and Safety	Chair	All	✓	✓	✓	✓	✓	✓	



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Committees									
Reports from the Joint Commissioning Directors <ul style="list-style-type: none"> - Director of Commissioning for Specialised Services - Director of Commissioning for Ambulance Services & 111 - Report from the Director of Commissioning for Mental Health, Learning Disabilities and Vulnerable Groups 									
JCC Risk Register – Risks assigned to the QSO Sub-Committee	Chair	JM	✓	✓	✓	✓	✓	✓	
JCC Commissioning Assurance Framework	Chair	CB?		✓					
JCC performance Framework	Chair	CH		✓					



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Handling Concerns Protocol JCC and HBs	Chair	CB				✓			
Annual report on Duty of Quality	Chair	CB		✓					
Annual Report on Duty of Candour	Chair	CB/JM		✓					
WHC/2023/036 - Speaking up Safely Framework - NHS Wales	Chair	CB				✓			
Quality Impact Assessments	Chair	CB/CH			✓				
Annual Review of Terms of Reference (ToR)	Chair	JM							
Annual Review of Sub-Committee Effectiveness	Chair	JM							
Annual Report on Sub-Committee Activity	Chair	JM							

Initials

CSO – Committee Services Officer JM – Jacqui Maunder CB- Carole Bell SM – Shane Mills RW – Ross Whitehead	
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