



**QUALITY SAFETY & OUTCOMES SUB-COMMITTEE FORWARD PLAN OF BUSINESS - 2025 - 2026**

Currently, Quality Safety & Outcomes 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 - 2026.

AGENDA ITEM/ ISSUE	LEAD	RESPONSIBLE OFFICER	31 Mar 2025	2 June 2025	4 Aug 2025	6 Oct 2025	1 Dec 2025	2 Feb 2026
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	✓	✓	✓	✓	✓	✓
Incident and Concerns Report	Chair	CB	✓	✓	✓	✓	✓	✓
Policy Group Report	Chair	ID		✓		✓		✓
Reports from the Joint Commissioning Directors - Director of Commissioning for Specialised Services - Director of Commissioning for Ambulance Services & 111	Lead Directors	MW RW SM	✓	✓	✓	✓	✓	✓



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- Report from the Director of Commissioning for Mental Health, Learning Disabilities and Vulnerable Groups								
JCC Risk Register – Risks assigned to the QSO Sub-Committee	<b>Chair</b>	<b>JM</b>	✓	✓	✓	✓	✓	✓
JCC Commissioning Assurance Framework	<b>Chair</b>	<b>CB</b>		✓				
JCC Performance Framework	<b>Chair</b>	<b>CH</b>		✓				
Handling Concerns Protocol JCC and HBs	<b>Chair</b>	<b>CB</b>			✓			
Annual report on Duty of Quality	<b>Chair</b>	<b>CB</b>		✓				
Annual Report on Duty of Candour	<b>Chair</b>	<b>CB/JM</b>		✓				
Annual Review of Terms of Reference (ToR)	<b>Chair</b>	<b>JM</b>						✓
Annual Review of Sub-Committee Effectiveness	<b>Chair</b>	<b>JM</b>						✓



AGENDA ITEM/ ISSUE	LEAD	RESPONSIBLE OFFICER	31 Mar 2025	2 June 2025	4 Aug 2025	6 Oct 2025	1 Dec 2025	2 Feb 2026
Annual Report on Sub-Committee Activity	Chair	JM						✓
Key Issues for Health Board Quality and Safety Committees	Chair	All	✓	✓	✓	✓	✓	✓

Key:

<p>CSO – Committee Services Officer  JM – Jacqui Maunder  CB- Carole Bell  SM – Shane Mills  RW – Ross Whitehead  MW – Mel Wilkey</p>
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