

# **SWANSEA BAY UNIVERSITY HEALTH BOARD**

## **QUALITY AND SAFETY COMMITTEE**

### **CYCLE OF BUSINESS**

**(1 April 2026 – 31 March 2027)**

On an annual basis as part of the Governance end of year reporting the Quality and Safety Committee will receive a Cycle of Business which identifies all routine items for consideration that will be reported throughout the upcoming financial year.

The Cycle of Business has been developed to help plan the management of items of committee business, to ensure adequate reporting and to facilitate forward planning through transparency and collaboration.

Once approved, the Cycle of Business will inform the new Work Programme each year as a starting point for facilitating the management of agendas and Committee business. As the year progresses and the requirement for additional timely business matters to report, these items will be added to the existing routine items already on the Work Programme.

The Quality and Safety committee will seek assurance that the health board is appropriately meeting the needs of patients and the public across the entire range of its influence. This includes;

- The effectiveness of population health interventions;
- Appropriate access and quality of services (from primary care through mental health services, hospital provided services and tertiary services);
- The outcomes of interventions;
- The experience of patients and their families in their interactions with the health board.

Further detail on the principal role of the Committee is set out in the [Standing Orders - Swansea Bay University Health Board](#) documentation.

This Cycle of Business covers the period from 1 April 2026 to 31 March 2027.

Item of Business	Executive Lead	Reporting Frequency	April 2026	June 2026	Aug 2026	Oct 2026	Dec 2026	Feb 2027
<b>PRELIMINARY MATTERS</b>								
Minutes of the Previous Meeting	Director of Corporate Governance	All Regular meetings	✓	✓	✓	✓	✓	✓
Committee Log	Director of Corporate Governance	All Regular meetings	✓	✓	✓	✓	✓	✓
Committee Work-Programme	Director of Corporate Governance	All Regular meetings	✓	✓	✓	✓	✓	✓
<b>GOVERNANCE, RISK AND INTERNAL CONTROLS</b>								
Committee Terms of Reference	Director of Corporate Governance	Annually	✓	✓	✓	✓	✓	✓
Committee Effectiveness Self-Assessment	Director of Corporate Governance	Bi-annually	✓	✓	✓	✓	✓	✓
Referrals from Other Committees	Director of Corporate Governance	All regular meetings	✓	✓	✓	✓	✓	✓
Internal Audit Reports	Director of Corporate Governance/Area Lead	As required	✓	✓	✓	✓	✓	✓
External Audit Reports	Director of Corporate Governance/Area Lead	As required	✓	✓	✓	✓	✓	✓
Committee Risk Register	Director of Corporate Governance	All regular meetings	✓	✓	✓	✓	✓	✓
Health and Safety Management Report	Director of Finance	All regular meetings	✓	✓	✓	✓	✓	✓
Controlled Drugs Governance and Assurance Report	Executive Medical Director	Bi-annually			✓			✓
Public Service Ombudsman Letter	Director of Corporate Governance	Annually	✓					
Duty of Quality Annual Report	Executive Director of Nursing and Patient Experience	Annually			✓			
Duty of Candour Annual Report	Executive Director of Nursing and Patient Experience	Annually		✓				
Welsh Language Annual Report	Executive Director of Nursing and Patient Experience	Annually			✓			
Board Engagement and Site Visit Report	Executive Director of Nursing and Patient Experience	Quarterly		✓		✓		✓
<b>BENCHMARKING, LEARNING AND QUALITY IMPROVEMENT</b>								
Patient Story	Executive Director of Nursing and Patient Experience	All regular meetings	✓	✓	✓	✓	✓	✓
Service Group Highlight Reports	Service Group Director	All regular Meetings	✓	✓	✓	✓	✓	✓
Infection, Prevention and Control	Executive Medical Director	Bi-annually		✓			✓	

Item of Business	Executive Lead	Reporting Frequency	April 2026	June 2026	Aug 2026	Oct 2026	Dec 2026	Feb 2027
Winter Plan Lessons Learned – Quality and Safety Issues	Chief Operating Officer	Bi-annually		✓		✓		
Stroke Performance; Quality and Safety Impact	Chief Operating Officer	3xannually	✓	✓	✓			
Clinical Audit Progress Report	Executive Medical Director	Bi-annually		✓			✓	
<b>CLINICAL AND SERVICE QUALITY COMPLIANCE AND PERFORMANCE</b>								
Quality and Safety Performance Report	Executive Director of Nursing and Patient Experience	All regular Meetings	✓	✓	✓	✓	✓	✓
Patient Experience Report	Executive Director of Nursing and Patient Experience	Quarterly		✓		✓		✓
External Inspections Report	Director of Corporate Governance	All regular meetings	✓	✓	✓	✓	✓	✓
Children’s Community Nursing Update	Director of Nursing and Patient Experience	Bi-Annual		✓			✓	
Gorseinon Hospital	Executive Director of Nursing and Patient Experience	All regular meetings	✓	✓	✓	✓		
<b>DEEP DIVES</b>								
Deep Dive; Clinically Optimised Patients	Chief Operating Officer	Quarterly	✓		✓		✓	
<b>COMMITTEE SUB-GROUPS</b>								
Perinatal Committee Report	Executive Director of Nursing and Patient Experience	All regular meetings	✓	✓	✓	✓	✓	✓
Quality and Safety Group	Executive Director of Nursing and Patient Experience	All regular Meetings	✓	✓	✓	✓	✓	✓
Organ Donation Committee	Executive Medical Director	Bi-annually			✓			✓
Organ Donation Committee Annual Report	Executive Medical Director	Annually			✓			
Mental Health Transformation (Quality and Safety Workstream)	Executive Medical Director	All regular meetings	✓	✓	✓	✓	✓	✓
Joint Commissioning Committee Quality, Safety and Outcomes Sub-Committee	Director of Corporate Governance	All regular meetings	✓	✓	✓	✓	✓	✓
<b>IN-COMMITTEE BUSINESS</b>								
In-Committee Risk Register	Director of Corporate Governance	All regular meetings	✓	✓	✓	✓	✓	✓
National Reportable Incidents and Early Warning Notifications	Director of Corporate Governance	All regular meetings	✓	✓	✓	✓	✓	✓
Safeguarding Report	Executive Director of Nursing and Patient Experience	Quarterly		✓		✓		✓

Item of Business	Executive Lead	Reporting Frequency	April 2026	June 2026	Aug 2026	Oct 2026	Dec 2026	Feb 2027
Learning from Settled Claims	Director of Corporate Governance	Quarterly	✓		✓		✓	
COVID-19 Inquiry	Director of Corporate Governance	Quarterly		✓		✓		✓