











**Quality & Safety Group (QSG)**  
**11<sup>th</sup> February 2025 @ 10:00 – 12:30pm via Microsoft Teams**

	Topic	Attachment	Timings	Purpose: - Approve - Review - Receive - Discuss - Update - Noting	Lead
<b>PART 1. PRELIMINARY MATTERS</b>					
1.1	Apologies for absence and meeting tracker	 QSG Tracker 25.xlsx	10:00	<b>Noting</b>	<b>Chair</b>
1.2	Minutes of meeting November 2024	 Draft QSG Meeting Notes Jan 2025 v3.do	10:02	<b>Approve</b>	<b>All</b>
1.3	Note the action/escalation log	 QSG AE Log feb 25.xlsx	10:05	<b>Discuss/Update</b>	<b>Chair</b>
1.4	Note the work programme/plan 2025 v11	 QP Meeting Workplan 2023-25_v1	10:10	<b>Receive</b>	<b>All</b>
<b>PART 2A. QUALITY UPDATES</b>					
2.1	Patient/Staff Story PCTSG with Actions/learnings	<a href="#"><u>Patient Story</u></a>  2.4 One Bay Way PowerPoint Slide Mas	10:10	<b>Discuss</b>	<b>Rebecca Kennedy</b> <i>(Head of Physiotherapy)</i>
2.2	JCC Quarterly Report	 3.3.2 QPS Chairs Report.docx  3.3.2a Appendix 1 - Escalation Report.pdf	10:20	<b>Receive</b>	<b>Adele Roberts</b> <i>(Head of Quality &amp; Patient Care, JCC)</i>

2.3	Quality Strategy Impact Assessment	 Equality Impact Assessments - Quality  December 2024- EQIA Paper -QSG.doc	10:30	<b>Receive</b>	<b>Susan Jose</b> <i>(Deputy Head of Quality &amp; Safety, Corporate Nursing)</i>
2.4	WNCR/HEPMA Reporting	 FINAL Digital Informatics Nursing L	10:35	<b>Receive</b>	<b>Cath Morgan Edwards</b> <i>(Chief Nursing Informatics Officer, Corporate Nursing)</i>
2.5	Quality Dashboard	Verbal	10:40	<b>Receive</b>	<b>Dai Williams</b> <i>(Business Intelligence Partner. Digital Intelligence)</i>
2.7	Patient Identification Policy	 Positive Patient Identification policy cc  POSITIVE PATIENT IDENTIFICATION POLI	10:50	<b>Approval</b>	<b>Allison Rees</b> <i>(Corporate Deputy Head of Nursing)</i>
<b>Part 2B. High Risk Reporting</b>					
2.8	Never Events	 Never Event Paper February 2025.docx	10:55	<b>Assurance</b>	<b>Nicola Anthony</b> <i>(Assistant Head of Concerns Management, Patient Feedback Team)</i>
2.9	Never Events Theatre Presentation	 Never Events Theatre Presentation Jan 25 (C	11:00	<b>Receive</b>	<b>Jonathan Gates</b> <i>(Interim Head of Nursing NPTSSG)</i>
2.10	IPC Report	 IPC Report _Q&SG_Q3_11 Feb 20  IPC Report- Appendix 3_Core Infection Prev	11:10	<b>Receive</b>	<b>Delyth Davies</b> <i>(Head of Nursing Infection Prevention)</i>

2.11	Ligature Risk Assessments Deep Dive (Deferred to April)	To follow		Receive	<b>Mark Parsons</b> (Assistant Director of Capital Planning)
2.12	Morrison External Reviews and Action plan	To follow	11:20	Receive	<b>Suzanne Holloway</b>
<b>PART 3. SUB-GROUP REPORTS</b>					
3.1	Safeguarding Report	 SBAR Safeguarding February FINAL.docx	11:30	Receive	<b>Katharine Thomas</b> (Deputy Head of Safeguarding)
3.2	Service Group Governance Structures Review	 Report- Updated ToR Service Group QandS	11:40	Receive	<b>Susan Jose</b> (Deputy Head of Quality & Safety, Corporate Nursing)
3.3	Patient Safety and Compliance Group	 PSCG Four A Report for Q&SG Jan 2025.d	11:50	Receive	<b>Heidi Maggs</b> (Leads Service Manager, Laboratory Medicine)
<b>PART 4. Service Group Exception Reporting, for issues not reported through PSEG, PSC &amp; COEG</b>					
Feedback Service Group Leads					
4.1	Primary Care Community & Therapies (5min)	<i>Exceptions not previously escalated only</i>	12:00	Escalation	<b>Sian Passey</b>
4.2	Neath Port Talbot Singleton (5min)				<b>NPT Representative</b>
4.3	Morrison (5min)				<b>Ceri Matthews</b>
4.4	Mental Health & Learning Disabilities (5min)				<b>Michelle Forkings/Marie Williams</b>
<b>PART 5. ITEMS FOR NOTING</b>					
5.1	Thematic Review of 2022 unannounced visits				 Thematic review of 2022 unannounced vi
<b>PART 6. CLOSING MATTERS</b>					
6.1					
<b>PART 7. GROUP REFLECTION</b>					



7.1	<p><b>Date of next meeting 11/03/2025</b></p> <p><b>Meeting Chair – Christine Morrell</b></p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">         Exception        Reporting Template     </div> <div style="text-align: center;">         Hosted services        reporting template.c     </div> <div style="text-align: center;">         Reporting Template        Blank.docx     </div> </div>	<p><b>Papers and reports due for 03/03</b></p> <ul style="list-style-type: none"> <li>• Never Events - Nicola Anthony</li> <li>• Developing QI Capabilities – Emma Smith</li> <li>• COEG Bi-monthly report – Helen Dean</li> <li>• EMERTS – Mark Winter</li> </ul>
-----	--	--