Quality and Safety Committee Work Programme 2026-2027															
Item	Lead	Frequency	Financial Year Month(s)												
			April	May	June	July	August	September	October	November	December	Janaury	February	March	
PRELIMINARY MATTERS															
Welcome and Apologies	Director of Corporate Governance	Every Meeting													
Declarations of Interest	Director of Corporate Governance	Every Meeting													
Matters Arising	Director of Corporate Governance	Every Meeting													
Previous Minutes	Director of Corporate Governance	Every Meeting													
Committee Log	Director of Corporate Governance	Every Meeting													
Committee Work Programme 2026-27	Director of Corporate Governance	Every Meeting													
GOVERNANCE															
Terms of Reference	Director of Corporate Governance	Annualy													
Committee Effectiveness Self-Assessment	Director of Corporate Governance	Bi-Annualy													
Referrals from Other Committees	Director of Corporate Governance	Every Meeting													
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	Every Meeting													
Health and Safety Management Report	Director of Finance	Every Meeting													
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													
Neonatal Annual Report	Executive Director of Nursing and Patient Experience	Annual													
BENCHMARKING, LEARNING AND QUALITY IMPROVEMENT															
Patient Story	Executive Director of Nursing and Patient Experience	Every Meeting													
Service Group Highlight Report	Service Group Director	Every Meeting													
Infection, Prevention and Control	Executive Medical Director	Bi-Annually													
Winter Plans - Lessons Learned	Chief Operating Officer	Bi-Annually													
Stroke Performance - Quality and Safety Impact	Chief Operating Officer	Annually													
Clinical Audit Progress Report	Executive Medical Director	Bi-Annually													
Listening to People	Executive Director of Nursing and Patient Experience	Quarterly													
CLINICAL AND SERVICE QUALITY COMPLAINCE AND PERFORMANCE															
Quality and Safety Performance Report	Executive Director of Nursing and Patient Experience	Every Meeting													
Patient Experience Report	Executive Director of Nursing and Patient Experience	Quarterly													
External Inspections Report	Director of Corporate Governance	Every Meeting													
Childrens Community Nursing Update	Executive Director of Nursing and Patient Experience	Bi-Annually													
Gorseinon Hospital	Executive Director of Nursing and Patient Experience	Every Meeting													
DEEP DIVES															
Pressure Ulcers	Executive Director of Nursing and Patient Experience	Ad-Hoc													
Clinically Optimised Patients (including Case Studies)	Chief Operating Officer	Quarterly													
Cancer Services; to include Access to Cancer Services (SACT)	Chief Operating Officer	Ad-Hoc													
Urgent and Emergency Care	Chief Operating Officer	Ad-Hoc													
COMMITTEE SUB GROUPS															
Perinatal Committeee Report	Executive Director of Nursing and Patient Experience	Every Meeting													
Quality and Safety Group	Executive Director of Nursing and Patient Experience	Every Meeting													
Organ Donation Committee	Executive Medical Director	Bi-Annually													
Organ Donation Committee Annual Report	Executive Medical Director	Annually													
Mental Health Transformation	Executive Medical Director	Every Meeting													
Joint Commissioning Committee - Quality, Safety and Outcomes Sub-Committee	Director of Corporate Governance	Every Meeting													
IN-COMMITTEE BUSINESS															
Risk Register	Director of Corporate Governance	Every Meeting													
National Reportable Incidents and Early Warning Notifications	Executive Director of Nursing and Patient Experience	Every Meeting													
Safeguarding Report	Executive Director of Nursing and Patient Experience	Quarterly													
Learning from Settled Claims	Director of Corporate Governance	Quarterly													
Covid-19 Inquiry	Director of Corporate Governance	Quarterly													
AD-HOC															
National Patient Safety Plan	Executive Director of Nursing and Patient Experience	Ad-Hoc													
Sexual Health Service Incident (In-Committee)	Executive Medical Director	Every Meeting													
Listening to People - Draft Corporate Policy, SOP, Impact Assessments and Consultation Plan	Executive Director of Nursing and Patient Experience	Ad-Hoc													