**EMERGENCY AMBULANCE SERVICES COMMITTEE FORWARD LOOK**

All meetings take place at WHSSC, Unit G1, The Willowford, Main Ave, Treforest Industrial Estate, Pontypridd CF37 5YL

or virtually by the Microsoft Teams Platform

| **Meeting** | **Standing items** | **Additional items** | **Governance** |
| --- | --- | --- | --- |
| **14 March 2023** | Minutes and action logChair’s reportPerformance ReportQuality and Safety ReportIMTP UpdatesLocal Integrated Commissioning Action Plan (ICAP) UpdatesChief Ambulance Services Commissioner’s reportProvider ReportEASC Management Group SummaryEASC Commissioning Update | Focus on – TBCAmbulance Service IndicatorsEASC Action Plan / ICAPs | EASC Governance report including Risk Register and Standing Orders Finance Report and Standing Financial InstructionsForward Work Programme |
| **16 May 2023** | Minutes and action logChair’s reportPerformance ReportQuality and Safety ReportIMTP UpdatesLocal Integrated Commissioning Action Plan (ICAP) UpdatesChief Ambulance Services Commissioner’s reportProvider ReportEASC Management Group SummaryEASC Commissioning Update | Focus on – TBCAmbulance Service IndicatorsEASC Action Plan / ICAPs | EASC Governance report including Risk RegisterFinance ReportForward Work Programme |
| **17 July 2023** | Minutes and action logChair’s reportPerformance ReportQuality and Safety ReportIMTP UpdatesLocal Integrated Commissioning Action Plan (ICAP) UpdatesChief Ambulance Services Commissioner’s reportProvider ReportEASC Management Group SummaryEASC Commissioning Update | Focus on – TBCAmbulance Service IndicatorsEASC Action Plan / ICAPs | EASC Governance report including Risk RegisterFinance ReportForward Work Programme |
| **19 September 2023** | Minutes and action logChair’s reportPerformance ReportQuality and Safety ReportIMTP UpdatesLocal Integrated Commissioning Action Plan (ICAP) UpdatesChief Ambulance Services Commissioner’s reportProvider ReportEASC Management Group SummaryEASC Commissioning Update | Focus on – TBCAmbulance Service IndicatorsEASC Action Plan / ICAPs | EASC Governance report including Risk RegisterFinance ReportForward Work Programme |
| **21 November 2023** | Minutes and action logChair’s reportPerformance ReportQuality and Safety ReportIMTP UpdatesLocal Integrated Commissioning Action Plan (ICAP) UpdatesChief Ambulance Services Commissioner’s reportProvider ReportEASC Management Group SummaryEASC Commissioning Update | Focus on – TBCAmbulance Service IndicatorsEASC Action Plan / ICAPs | EASC Governance report including Risk RegisterFinance ReportForward Work Programme |

**EASC ANNUAL BUSINESS PLAN**

| **Agenda item or issue** | **Lead** | **EASC Team****Lead** | **10 May 2022** | **12 July 2022** | **6 Sept 2022** | **8 Nov 2022** | **17 Jan 2023****short agenda?** | **14 Mar 2023** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Apologies\*\* | Chair | GR | √ | √ | √ | √ | √ | √ |
| Declarations of interest\*\* | Chair | GR | √ | √ | √ | √ | √ | √ |
| Minutes from previous meeting\*\* | Chair | GR | √ | √ | √ | √ | √ | √ |
| Matters arising and action log\*\* | Chair | All | √ | √ | √ | √ | √ | √ |
| Chair’s report\* | Chair |  | √ | √ | √ | √ | √ | √ |
| Chief Ambulance Services Commissioner report\*\* | CASC | SMH | √ | √ | √ | √ | √ | √ |
| Performance report\*\* | DCASC | RW | √ | √ | √ | √ | √ | √ |
| Quality matters | DCASC | RW | √ | √ | √ | √ | √ | √ |
| Focus on session\*\* (varied topics)Major trauma / critical care network/ neonatal/111/future/ Urgent and emergency care / vision for modern ambulance service | Chair and CASC |  | NEPTS | Handover delays | EMRTS | Taskforce NEPTS |  | EMRTS |
| Committee and Sub Committee Annual Reports (including Terms of Reference) | Comm Sec | GR | √ |  |  |  |  | Drafting |
| Annual Governance Statement | Comm Sec | GR | √ |  |  |  |  | Drafting |
| Review of Standing Orders / Standing Financial instructions / hosting agreements / MOU | Comm Sec | GR |  | SOs completed |  | √ |  | √ |
| Nomination for Vice Chair (SM appointed Feb 2019) |  |  |  |  |  |  | √ | √ |
| Receive Audit Reports (as and when) | Chair |  |  | √ Govn completed |  |  |  |  |
| Ambulance quality indicators (monthly) | DCASC | RW | √ | √ | √ | √ | √ | √ |
| Minutes/ reports from sub committees\*\* | Comm Sec | GR | √ | √ | √ | √ | √ | √ |
| Welsh Ambulance Services NHS Trust update\*\* | CEO WAST |  | √ | √ | √ | √ | √ | √ |
| EASC Management Group Summary | EASCT |  | √ | √ | √ | √ | √ | √ |
| EASC Commissioning Update | EASCT |  | √ | √ | √ | √ | √ | √ |
| Finance plan and update | DOF | SD | √ | √ | √ | √ Draft plan next year | √ | √ |
| EASC Integrated Medium Term plan updates | DCASC | RW |  |  | √ Q1 | √ Q2 |  | √ Q3 |
| EASC IMTP 2023-2026 | DCASC | RW |  |  |  |  | √ draft | √approve |
| EASC Governance update with risk register and Assurance Framework\*\*  | Comm Sec | GR | √ | √ | √ | √  | √ | √ |
| Forward look and Annual Business Plan | Chair  | GR | √ | √ | √ | √ | √ | √ |
| Commissioning intentions update | DCASC | RW | √ |  | √ |  | √ | √ |
| Commissioning intentions 2023-2024 | DCASC | RW | √ | √ | √ approve |  |  | √ |
| Update of commissioning frameworks NEPTS | DCASC | RW | Drafts | Drafts |  |  |  |  |
| EMS Update on progress | DCASC | RW |  |  | √ |  |  |  |
| NEPTS (2022-23) | DCASC | RW |  |  |  | √ |  |  |
| EMRTS (2023-24) | DCASC | RW |  |  | √Focus on |  |  | √  |
| NEPTS update | DCASC | RW | √ Focus on |  |  |  |  |  |

**Focus on topics** - Stroke Services / Critical care transfers / Neonatal Care Transfers / Telephone advice / Community Working / Handover delays /Advanced Paramedic Practitioners / EMS / Risk Appetite / Patient voice??

(Topics undertaken to date: Emergency Medical Retrieval and Transfer Service (EMRTS Cymru) September 2022, Performance July 2022, Non-Emergency Patient Transport Services May 2022; HIW Report March 2022; Update on D&C Nov 2021; Performance and Improvement Sept 2021; Follow-up to A modern Ambulance Service; A modern Ambulance Service May 2021; System Pressures - planning and securing sufficient ambulance services for the population this winter Nov 2020; NEPTS Sept 2020; EMRTS July 2020)