**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 log  Chair’s report  Performance Report  Quality and Safety Report  IMTP Updates  Local Integrated Commissioning Action Plan (ICAP) Updates  Chief Ambulance Services Commissioner’s report  Provider Report  EASC Management Group Summary  EASC Commissioning Update | Focus on – TBC  Ambulance Service Indicators  EASC Action Plan / ICAPs | EASC Governance report including Risk Register and Standing Orders  Finance Report and Standing Financial Instructions  Forward Work Programme |
| **16 May 2023** | Minutes and action log  Chair’s report  Performance Report  Quality and Safety Report  IMTP Updates  Local Integrated Commissioning Action Plan (ICAP) Updates  Chief Ambulance Services Commissioner’s report  Provider Report  EASC Management Group Summary  EASC Commissioning Update | Focus on – TBC  Ambulance Service Indicators  EASC Action Plan / ICAPs | EASC Governance report including Risk Register  Finance Report  Forward Work Programme |
| **17 July 2023** | Minutes and action log  Chair’s report  Performance Report  Quality and Safety Report  IMTP Updates  Local Integrated Commissioning Action Plan (ICAP) Updates  Chief Ambulance Services Commissioner’s report  Provider Report  EASC Management Group Summary  EASC Commissioning Update | Focus on – TBC  Ambulance Service Indicators  EASC Action Plan / ICAPs | EASC Governance report including Risk Register  Finance Report  Forward Work Programme |
| **19 September 2023** | Minutes and action log  Chair’s report  Performance Report  Quality and Safety Report  IMTP Updates  Local Integrated Commissioning Action Plan (ICAP) Updates  Chief Ambulance Services Commissioner’s report  Provider Report  EASC Management Group Summary  EASC Commissioning Update | Focus on – TBC  Ambulance Service Indicators  EASC Action Plan / ICAPs | EASC Governance report including Risk Register  Finance Report  Forward Work Programme |
| **21 November 2023** | Minutes and action log  Chair’s report  Performance Report  Quality and Safety Report  IMTP Updates  Local Integrated Commissioning Action Plan (ICAP) Updates  Chief Ambulance Services Commissioner’s report  Provider Report  EASC Management Group Summary  EASC Commissioning Update | Focus on – TBC  Ambulance Service Indicators  EASC Action Plan / ICAPs | EASC Governance report including Risk Register  Finance Report  Forward 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)