

**Quality Assurance Committee
 Chair's Log**

Meeting: Quality Assurance Committee		Date of meeting: 11 th May 2016	
Escalated to: Board of Directors		Date of meeting: 31 st May 2016	
Decisions / actions agreed			
Decision / Action		Responsible Person	Deadline
Issues for escalation		Action required	
Issue		Action required	
<ul style="list-style-type: none"> • Annual Governance Statement • Terms of Reference for QAC & Risk Committee • CQC Inspection meeting pre-visit of 8th to 10th June <ul style="list-style-type: none"> - Medicines safety - DNACPR - Staffing 		<ul style="list-style-type: none"> • QAC recommend to Board to approve the submission. * • Recommend to Board for approval. • Centre action plans. • Assurance visits and support • No focus groups • 	
<p><i>*Addendum to above action: Annual Governance Statement submitted to Extra-ordinary Board 26th May 2016 for approval.</i></p>			
Risks		Action required	
Potential risks		Action required	
<ul style="list-style-type: none"> • Workforce issues in microbiology / histology regarding consultant capacity. • Highlight the lack of plan for workforce 		Workforce sub group.	