

Public Charitable Funds Committee

Thu 07 September 2023, 10:00 - 12:05

Velindre NHS Trust Headquarters

Agenda

10:00 - 10:25 **1.0.0 STANDARD BUSINESS**

25 min

Led by Professor Donna Mead, OBE, Chair

1.1.0 Apologies

Led by Professor Donna Mead, OBE, Chair

1.2.0 In Attendance

Led by Professor Donna Mead, OBE, Chair

1.3.0 Declarations of Interest

Led by Professor Donna Mead, OBE, Chair

1.4.0 Draft Minutes from the meeting held on the 08 June 2023

Led by Professor Donna Mead, OBE, Chair

 1.4.0 Draft Charitable Funds Committee Public Part A Minutes _08.06 2023_ESSH.pdf (9 pages)

1.5.0 Action Points

Led by Matthew Bunce, Executive Director of Finance

 1.5.0 Public Charitable Funds Committee Action log_Updated for September 2023 meeting (Final).pdf (4 pages)


1.6.0 Matters Arising

Led by Professor Donna Mead, OBE, Chair

10:25 - 10:35 **2.0.0 UPDATE FROM CHARITY DIRECTOR /FUNDRAISING UPDATE**

10 min

Led by Matthew Bunce, Executive Director of Finance and Paul Wilkins, Charity Director

 2.0.0 Update Report from Charity Director on Fundraising revised 06.09.23.pdf (8 pages)

10:35 - 10:55 **3.0.0 FINANCE**


20 min

Led by Steve Coliandris, Head of Financial Planning and Reporting and Barry Williams, Senior Finance Business Partner


3.1.0 FINANCIAL UPDATE PAPER

Led by Barry Williams, Senior Finance Business Partner

 3.1.0 - CFC Finance Cover Paper July 23 - CFC Sep 23.pdf (7 pages)


 3.1.0a - CFC Financial Paper July 23 - CFC Sep 23.pdf (13 pages)

 3.1.0a - Cashflow Forecast as at 31 July 2023 - CFC Sep 23.pdf (1 pages)

 3.1.0b Summary of Commitments July 23 - CFC Sep 23.pdf (7 pages)

3.2.0 DELEGATED FINANCIAL LIMITS REVIEW

Led by Steve Coliandris, Head of Financial Planning

 3.2.0 CFC - Delegated Financial Limits Review.pdf (9 pages)

10:55 - 11:05 4.0.0 BREAK

10 min

11:05 - 11:15 5.0.0 BUSINESS CASE AND EXPENDITURE PROPOSALS

10 min

5.1.0 CONSULTANT PRACTITIONER UROLOGY

Led by Helen Payne Interim Radiotherapy Services Manager

 5.1.0 Charitable Funds Business Case Over 5k TEMPLATE - Radiotherapy Prostate.pdf (11 pages)

11:15 - 12:05 6.0.0 BUSINESS CASE ANNUAL EVALUATIONS

50 min

6.1.0 2021-04 IMPROVING THE EFFECTIVENESS OR RESEARCH, DEVELOPMENT & INNOVATION THROUGH ENHANCED CLINICAL LEADERSHIP

Led by Christopher Cotterill-Jones, Research Delivery Manager

 6.1.0 Complete - 2021-04 - Annual Evaluation - Jun 2023.pdf (5 pages)

6.2.0 2019-63 PROFESSOR IN NURSING & INTERDISCIPLINARY CANCER CARE & CLINICAL RESEARCH FELLOW

Led by Nicola Williams, Director of Nursing, AHP's & Medical Scientists

 6.2.0 2019-63 - Annual Evaluation_Velindre Charity_Jun 2023 (clean).pdf (8 pages)

6.3.0 2019-59 ADVANCED PRACTITIONER PHYSIOTHERAPIST IN ONCOLOGY GYNAECOLOGICAL PELVIC HEALTH

Led by Kate Baker, Macmillian Head of Therapies

 6.3.0 2019-59 - Annual Evaluation - Jun 2023 -final2.pdf (6 pages)

6.4.0 2022-02 EARLY PHASE TRIAL: MEDICAL SESSION FOR THE FUTURE

Led by Rob Jones, Clinical Director for Research Development & Innovation

 6.4.0 Complete - 2022-02 - Annual Evaluation - Jun 2023 EPT Medical Sessions.pdf (3 pages)

6.5.0 2022-10 PEARL CLINICAL TRIAL: EXTENSION OF CONSULTANT CLINICAL LEAD SESSIONS

Led by Tom Rackley, Consultant Oncologist

 6.5.0 Complete - 2022-10 - Annual Evaluation - Jun 2023.pdf (4 pages)

12:05 - 12:05 7.0.0 CONSENT AGENDA

0 min

Led by Professor Donna Mead, OBE, Chair

7.1.1 FOR APPROVAL

Led by Professor Donna Mead, OBE, Chair

Nil Items

7.2.0 CONSENT FOR NOTING

Led by Professor Donna Mead, OBE, Chair

Nil Items

12:05 - 12:05 8.0.0 ANY OTHER BUSINESS

0 min

Prior Agreement by the Chair Required

12:05 - 12:05 9.0.0 HIGHLIGHT REPORT

0 min

Members to identify items to include in the Highlight Report to the Trust Board:

- For Escalation
- For Assurance
- For Advising
- For Information

12:05 - 12:05 10.0.0 DATE AND TIME OF NEXT MEETING

0 min

Tuesday 12 December 2023 at 10:00AM

12:05 - 12:05 11.0.0 CLOSE

0 min

The Committee is asked to adopt the following resolution:

That representatives of the press and other members of the public be excluded from the remainder of this meeting having regard to the confidential nature of the business to be transacted, publicity on which would be prejudicial to the public interest in accordance with Section 1(2) Public Bodies (Admission to Meetings) Act 1960 (c.67).

MINUTES OF THE PUBLIC CHARITABLE FUNDS COMMITTEE (CFC)

VELINDRE UNIVERSITY NHS TRUST HQ / TEAMS

THURSDAY 08 JUNE 2023 AT 10:00AM

PRESENT:	
Professor Donna Mead OBE	Chair
Martin Veale	Independent Member
Steve Ham	Chief Executive Officer
ATTENDEES:	
Cath O'Brien	Chief Operating Officer
Emma Stephens	Head of Corporate Governance
Steve Coliandris	Head of Financial Planning and Reporting
Barry Williams	Finance Business Partner
David Cogan	Patient Representative
Jonathan Patmore	Finance Manager
Alison Hedges	Business Support Officer / Committee Secretariat

1.0.0	STANDARD BUSINESS <i>Led by Professor Donna Mead OBE, Chair</i>	
1.1.0	Apologies <i>Led by Professor Donna Mead OBE, Chair</i> Apologies were noted from: <ul style="list-style-type: none"> Hilary Jones, Independent Member Matthew Bunce, Executive Director of Finance Nicola Williams, Executive Director of Nursing, AHPs & Health Science Wayne Griffiths, Charity Ambassador 	
1.2.0	In Attendance <i>Led by Professor Donna Mead OBE, Chair</i> The Chair welcomed: <ul style="list-style-type: none"> David Cogan, Patient Liaison Representative (regular attendee) <p>The Chair noted that James Powell would be joining the meeting for item 5.0.0 Business Case and Expenditure Proposals.</p> <p>The Chair advised in the absence of Matthew Bunce at today's meeting, Steve Ham had agreed to take the lead on any items that Matthew was due to present.</p>	
1.3.0	Declarations of Interest <i>Led by Professor Donna Mead OBE, Chair</i> Two declarations were noted in respect of item 5.0.0 : <ul style="list-style-type: none"> Martin Veale declared that he is Chair of the Pen y Cymoedd Windfarm Community Fund, and in this capacity has been involved with match-funding some other charitable projects funded by Moondance. 	

	<ul style="list-style-type: none"> The Chair declared that she has worked with the team that put together the bid that went to Moondance and met with the Chief Executive of the charity at several meetings as the bid developed. 	
1.4.0	<p>Draft Minutes from the meeting held on the 21 March 2023 <i>Led by Professor Donna Mead, OBE, Chair</i></p> <p>The Charitable Funds Committee confirmed the Minutes of the meeting held on the 21 March 2023 were an accurate and true reflection of the meeting subject to:</p> <ul style="list-style-type: none"> A Small number of Typo amendments. Page 6, agenda item 3.2.0 Paragraph: “Martin Veale confirmed the Financial Circumstances Risk Questionnaire ...” Martin Veale was not present at the meeting. Minutes to be revised accordingly. <p>**ACTION: Alison Hedges to update and make a small number of minor revisions required to the minutes of the meeting held on the 21 March 2023.</p>	Alison Hedges
1.5.0	<p>Action Points <i>Led by Steve Ham, Chief Executive Officer</i></p> <p>Committee members confirmed there was sufficient information contained in the log to provide assurance that all actions identified as completed could be closed. The remaining open actions due were reviewed and following points noted:</p> <p><u>Actions from Committee Meeting held on 17/05/2022</u> 2.4.0 Business Case Development Phase 1 - Complete. The Business Case template is now live on the Intranet page. This will be closed and removed from the action log. Phase 2 – The current focus is to review overheads and engagement with service leads on how to ensure effective capture of full costs for each Business Case submitted to the Charity. The aim is to complete this in the next 2-3 months with a view to bring to the next Charitable Funds Committee. To remain open on the action log with target completion date September 2023.</p> <p><u>Actions from Committee Meeting held on 19/01/2023</u> 5.0.0 Financial Update Paper A discussion has taken place between the Chair and Chief Executive. This will be applied as the Integrated Medium Term Plan cycle for next year is developed and will focus on the risk management around the charity funding streams and the impact on the Trust. This will now become an action overseen by the Strategic Development Committee and will be closed and removed from the Charitable Funds Committee action log.</p> <p><u>Actions from Committee Meeting held on 21/03/2023</u> 1.5.0 Business Case and Expenditure Proposals - Part Funding of Wig Vouchers The Chair suggested that this action did not address one of the points of concern i.e. in certain circumstances is a contribution sufficient and therefore funding from the Charity should not be required/sought. Existing action agreed to remain closed with a new action to address this specific point. **NEW ACTION: Cath O’Brien will follow up with Michele Pengelly on whether the Charity could look at total funding of the wig, possibly a discretionary fund with an adequate provision.</p>	Cath O’Brien

	7.1.0 Business Case Annual Evaluations - Consultant Radiographer in H&N Cancer and Late Effects (2019-08 Business Case) Cath O'Brien agreed to discuss with Nicola Williams what opportunities there are to tap into external leadership support and guidance for roles to help cancer patients post treatment with the physical and psychological effects as a support mechanism in Matthew Bunce's absence.	Cath O'Brien
1.6.0	Matters Arising <i>Led by Professor Donna Mead, OBE, Chair</i> There were no matters arising.	
Jonathan Patmore joined the meeting at 10:14AM		
2.0.0	UPDATE FROM INTERIM CHARITY DIRECTOR <i>Led by Steve Ham, Chief Executive Officer</i>	
	Steve Ham informed the Committee that there are ongoing challenges within the Fundraising Team in terms of staff vacancies/resource, and is currently liaising with the Workforce Team to help address and take forward in Matthew Bunce's absence. The Chair highlighted to the Committee some exciting developments within the Charity: <ul style="list-style-type: none"> Patron Rhod Gilbert's treatment has been successful and there is a schedule of events, including a concert in the Millennium Centre, in October 2023. Patagonia Overseas hike, bike ride in France to coincide with World Cup – Led by the Charity President. The Committee noted Agenda Item 6.2.1 Chairs Urgent Action report provided further details. The Chair informed the Committee that the Charity Director post remains vacant, however it is being looked at as an urgent priority.	
3.0.0	FINANCE <i>Led by Barry Williams, Senior Finance Business Partner and Steve Coliandris, Head of Financial Planning and Reporting</i>	
3.1.0	FINANCIAL UPDATE PAPER Barry Williams advised that <i>Section 4 on 'Expenditure'</i> included an error due to a formula issue. The correct detail will be provided orally to the Committee and the report re-published for accuracy. The following key points were highlighted to the Committee: Income Performance: <ul style="list-style-type: none"> Total income financial year ending 2022/2023 is circa £4.76 million, an increase of £1.78million on a plan of £3 million. This is primarily due to a one off legacy of circa £1.6million. Comparative to 2021/2022 there has been a performance increase of £1.67million, 54%. Income 2021/2022 was £3.1 million. Up to May 2023 income is set to be circa £550,000 for donations and legacies and in addition there have been legacies notified to the Trust three of which are circa £150,000, plus an additional one of 	

	<p>approximately £1 million which is made up of 40% of a residual estate and mostly made up of shares.</p> <ul style="list-style-type: none"> • Comparative to 2021/2022 expenditure saw a reduction in 2022/2023 of circa £1.89 million, largely due to the delays due to staff vacancies reducing the project spend. Fund balances have grown by roughly £3.06million to around £9.74 million, £6 million of which is classified as unrestricted. • As at end of financial year, the investment portfolio has seen shrinkages of circa 6.11% on the 2022 closing balances. In this financial year some recovery on fund balances on the investment portfolio is anticipated. <p>Balance Sheet:</p> <ul style="list-style-type: none"> • The charity is currently holding significant cash balances circa £2.4 million • The onboarding of Abrdn could and will look at cash management services which may see a return of up to 3% on cash balances in the future. <p>The Committee noted that the date of the Charitable Funds Investment Performance Review Sub Committee has been pushed back to Tuesday 11 July 2023 due to a delay in the onboarding process.</p> <p>In response to a question raised by Martin Veale, Steve Coliandris confirmed that the share included in the legacies will be sold and then crystallised and the charity will receive the income.</p> <p>Martin Veale highlighted that it may not fit our investment policies. Steve Coliandris agreed he would speak to Abrdn once on board.</p> <p>Forecast Commitments:</p> <ul style="list-style-type: none"> • During 2022/2023 the Trust generated £1.5 million of non-recurrent income from several sources which resulted in a reduced charge to the charity for the financial year. • Based on forecast commitments for 2023/2024 of £6.42 million the target reserve for the Trust is expected to be set at £2.14 million representing a £3.85 million over performance against the unrestricted fund of £5.987 million. • Forecast income for 2023/2024 within the table has been revised down to reflect the Annual Plan £2.847 million to be monitored throughout the financial year. <p>The Charitable Funds Committee NOTED:</p> <ul style="list-style-type: none"> • The financial performance of the charity for the period ending 31st March 2023. • The table on page 4 of the appendix which will be revised and be republished on the website. • The current position and performance of the charity's investment portfolio as at 31st March 2023. • Ongoing discussions with new Investment Advisors Abrdn. <p>Steve Coliandris highlighted the following key points to the Committee:</p> <p>Cashflow:</p> <ul style="list-style-type: none"> • The Charity has a healthy surplus as it performed well in generating funds over the year, and there has also been a reduction in expenditure, largely due to the reduced charge to the charity of £1.5 million. 	
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	<ul style="list-style-type: none"> Currently not a good time to invest into the portfolio. Ayrdrn are offering a good cash deposit option and conversations to explore best approach to be held. Forecast income alongside committed expenditure, could result in a negative cash balance in next 9-12 months. A prudent approach will continued to be followed and position kept under ongoing review. <p>Summary of Commitments: Summary of commitments detailed in the report against the unrestricted funds lays out the position in terms of the fund balance and the target reserve over the next couple of years, if the Advanced Radiotherapy Fund Business Case Moondance Bid match funding is approved.</p>	
3.2.0	<p>DELEGATED FINANCIAL LIMITS REVIEW <i>Led by Barry Williams, Senior Finance Business Partner and Steve Coliandris, Head of Financial Planning and Reporting</i></p> <p>Steve Coliandris highlighted the following:</p> <ul style="list-style-type: none"> Currently everything over £5,000 needs to go to the Charitable Funds Committee via Business Case and anything under £5,000 can be approved by the Chief Executive. Benchmarking against other NHS Trusts approval limits confirms that Velindre's Charity whilst one of the largest, sits among the lowest approval limits alongside Powys LHB and Betsi Cadwaladr ULHB. The proposal is to increase the limit for Chief Executive and Director of Finance to £25,000, meaning Business Cases coming forward would be over £25,000. The aim is to adopt a more agile approach and is supported by feedback from the service. This proposal is endorsed by the Velindre Charity Senior Leadership Group. <p>The Chair raised the following:</p> <ul style="list-style-type: none"> Chief Executive and Director of Finance could approve large amounts in between meetings. £25,000 is a large amount of money. Part of the process is to attend Charitable Funds Committee, present your case and answer any questions related to the Business Case. How do you assure people are sighted on what has been approved? When the subsequent evaluation comes to the Committee, the Committee would not have approved the initial bid, however would be expected to evaluate performance against it. <p>The Committee agreed a note could be brought to the next Committee in terms of the money approved and how this would work. In terms of addressing the second point, a separate report could be produced to inform the charity what has been done under the delegation limit. This could be reported at each Committee going forward.</p> <p>David Cogan noted the due diligence of the funds, where public money goes through the chain of events and receives good governance and the publicity of that is a credit to Velindre, and queried what the main driver of the change is?</p> <p>Steve Ham advised that the limits have not been reviewed for approximately 10 years and that this would be operationalised via the Velindre Charity Senior Leadership Group for additional scrutiny and assurance.</p>	

	<p>Steve Coliandris further advised that the type of expenditure normally requested for the charity is for pay and that a pay award of generally 2% is built in. In terms of other requests these are typically miscellaneous, training etc., or a piece of equipment for which an idea/advice would have been sought. Typically actual expenditure is less with an underspend against funds requested. Generally, work to a principle of 10%.</p> <p>The revised approach seeks to address that if a Business Case is running over at what point the Committee wishes to see it come back. The proposal is for 10% of the value or less than £10,000 the Committee wouldn't need to. In terms of the £25,000 applicants would be required to complete a paper for the Committee setting out what they are looking to do, benefits etc. Currently there are limited requests for spend under this value, exact numbers could be identified if required for further assurance.</p> <p>The Committee AGREED several principles contained in the paper, but would like some further information which will come forward as a briefing note. The note will be brought to the next Charitable Funds Committee.</p> <p>**ACTION: A note to be produced for the next Charitable Funds Committee on how the delegation of financial limit in terms of the money approved would work and the process going forward.</p>	Steve Coliandris
4.0.0	<i>The Committee took a 10 minute break at 11:05am.</i>	
	Jacinta Abraham joined the meeting at 11:05am	
5.0.0	BUSINESS CASE AND EXPENDITURE PROPOSALS	
5.1.0	<p>ADVANCED RADIOTHERAPY FUND BUSINESS CASE MOONDANCE BID MATCH FUNDING <i>Led by James Powell, Consultant Oncologist and RD&I Lead for Advancing Radiotherapy Fund (ARF)</i></p> <p>The Chair welcomed James Powell and Jacinta Abraham to the meeting and invited them to present the Business Case.</p> <p>James Powell highlighted the following key points to the Committee:</p> <ul style="list-style-type: none"> • This proposal has been put forward to Moondance to follow on from the previous Moondance charitable funding in 2015 that came to an end last year. That funding enabled the establishment of the SABR Service and to accelerate the development of the Stereotactic Programme. It funded 12 or more other projects in Service, research, quality improvement, staff development and training. • With that coming to an end there was an opportunity to go back to Moondance with a proposal and they were keen to fund an initiative related to workforce which has an All Wales approach. • The Advance in Radiotherapy Cymru Academy will focus on service improvement with an emphasis on staff development and training. Working with other two cancer centres across Wales but being led by Velindre. 	

	<ul style="list-style-type: none"> • The proposal includes indicative cost for the proposed envisaged projects but will encourage applications from the community for new projects as with the previous funding. • Moondance have committed to £1.5 million over 5 years conditional on receiving matched funding. • As this is an All Wales approach the bid is seeking support for contribution from the South West Wales Cancer Centre. • The proposal will support work to develop a designated ARC Fundraising Campaign through the South West Wales Cancer Centre. <p>Martin Veale raised that as SABR is now routinely funded by the Welsh NHS, in relation to match funding for charitable funds is there an argument this should be funded out of our core business? James Powell advised that the SABR service has now been established and will continue to be funded through the NHS through WHSSC. This additional funding will enable us to accelerate and widen the programme with more benefits. The NHS and WHSSC only fund a certain element of service.</p> <p>Jacinta Abraham highlighted that this will help further our strategic ambition as a University Trust, providing leadership, developing the workforce and expertise. There is also something around the branding, communication, and the leadership Velindre is providing across Wales. This will allow Velindre to define that and communicate it. It will also support our wider ambitions to develop a School of Oncology and around the workforce challenges that exist.</p> <p>Steve Ham highlighted that this funding allows services to be delivered in South Wales and North Wales benefiting patients and will facilitate recruitment in the development to operational phase. It is also firmly aligned to our strategic ambition as a Trust.</p> <p>Cath O'Brien highlighted the reflection of the Senior Leadership Team and the Velindre Charity Senior Leadership Group that there's a 5-year plan and theoretically if the funding comes to an end, an Exit Strategy will be needed. Things will change in the next 5 years but we need to be mindful as a Trust of the requirement to produce an Exit Strategy at some point.</p> <p>The Committee AGREED to APPROVE the Business Case for £1.5 million for the period of 5 years.</p> <p>**ACTION: Alison Hedges to circulate the embedded document 'ARC Academy Proposal February 20' on page 19 to the Committee following the meeting.</p> <p>**ACTION: Donna Mead to write to Moondance, to confirm the Committee has agreed the match funding which will signal the release of the funds.</p>	<p>Alison Hedges</p> <p>Donna Mead</p>
5.2.0	<p>LUNG CANCER PHD CLINICAL RESEARCH FELLOW BUSINESS CASE <i>Led by Jonathan Patmore, Research Development & Innovation Finance Manager</i></p> <p>The Chair invited Jonathan Patmore to present the Business Case to the Committee and the following key points were noted:</p> <ul style="list-style-type: none"> • New PHD Post which was included in the integrated bid approved by Charitable Funds Committee January 2023. In the bid it was 	

	<p>described that 50% of the funding would come from the general fund and 50% from the Stepping Stones Lung Cancer Research Sub Fund. The Stepping Stones fundholder has agreed this would be a good use of the funding. The integrated bid only asked for the general fund 50% but in retrospect should have asked for both together.</p> <ul style="list-style-type: none"> The aim of posts is to support trainee clinicians who have shown a strong commitment to research, to become research leaders of the future and the main bid from January included several Clinical Research Fellows and PHDs and this is one of those. The PHD title is to explore primary and secondary lung cancer presence using tissue and circulating tumour DNA biomarkers. The Committee are being asked to approve funding from Stepping Stones Research Sub Fund of £76,888 for salary costs for the PHD over three years, plus an associated budget of £5,800 to cover the study, PHD submission fees and to purchase some advanced computing technology. <p>The Chair raised there is a typo which says £20 per annum has been agreed through Pharma and Welsh Government for consumables which should state £20,000.</p> <p>Concerns were raised that as this is being supported by the Charity the Intellectual Property (IP) arrangements need to be clearly understood and specified in advance.</p> <p>**ACTION: The IP arrangements needs to be clarified. Jacinta Abraham will work with Steve Ham to address this and will bring back the outcome to the Committee.</p> <p>Jacinta Abraham assured the Committee she wasn't aware of any further bids anticipated in relation to this Business Case needing more funds from the Committee.</p> <p>The Committee AGREED to APPROVE the Business Case.</p>	Jacinta Abraham and Steve Ham
6.0.0	<p>CONSENT ITEMS <i>Led by Professor Donna Mead OBE, Chair</i></p>	
6.1.0	<p>FOR APPROVAL <i>Led by Professor Donna Mead, OBE, Chair</i></p> <p>Nil Items</p>	
6.2.0	<p>CONSENT FOR NOTING <i>Led by Professor Donna Mead, OBE, Chair</i></p>	
6.2.1	<p>CHAIRS URGENT ACTION REPORT <i>Led by Emma Stephens, Head of Corporate Governance</i></p> <p>The Committee CONSIDERED and RATIFIED the Chairs urgent actions taken on: 16/05/2023</p> <ol style="list-style-type: none"> 1. Fundraising Proposal Overseas Bike Ride 2024 2. Fundraising activity for QUICDNA Project. <p>And</p>	

	04/05/2023. Rhod Gilbert 2023 Fundraising Proposal.	
6.2.2	CHARITY LEGISLATION/REGULATION UPDATE REPORT: - Review of the Code of Fundraising Practice 2022-2024 <i>Led by Emma Stephens, Head of Corporate Governance</i> The Committee were informed that this is where the Charity Commission are developing standards and regulations in relation to fundraising. The Committee NOTED the contents of this report.	
7.0.0	ANY OTHER BUSINESS <i>Prior Agreement by the Chair Required</i>	
	Noddfa Business Case – For Out of Committee APPROVAL Cath O'Brien confirmed the Senior Leadership Team are considering the final iteration of the Business Case and there's been a comprehensive review to make sure it's where it needs to be. The Charitable Funds Committee agreed the Noddfa Business Case could be circulated to Committee members for Out of Committee consideration when it was finalised.	
8.0.0	DATE AND TIME OF NEXT MEETING	
	Thursday 07 September 2023 at 10:00am.	
9.0.0	CLOSE	
	The Committee was asked to adopt the following resolution: That representatives of the press and other members of the public be excluded from the remainder of this meeting having regard to the confidential nature of the business to be transacted, publicity on which would be prejudicial to the public interest in accordance with Section 1(2) Public Bodies (Admission to Meetings) Act 1960 (c.67).	

PART A - CHARITABLE FUNDS COMMITTEE – ACTION LOG					
Minute ref	Action	Action Owner	Progress to Date	Target Completion Date	Status
Actions agreed at the 17 th May 2022 Committee					
2.4.0	<p>ACTION POINTS Business Case Development - Phase 2 Steve Coliandris and Matthew Bunce will review how to engage better with the service to support the business cases.</p> <p>Matthew Bunce to talk with Michael Stone, Costing Accountant and Jonathan Patmore in terms of the approach taken in RD&I to ensure covering off costs and to highlight the impact.</p> <p>Steve Coliandris to review how to improve the financial performance and how embed with fundraising and looking at the Finance Manager supporting and being closer to the Business Case.</p>	Steve Coliandris / Matthew Bunce	<p>Update 31/08/2023: Due to the Costing Accountant leaving the Trust this action's target completion date could not be met and propose a new completion date of March 2024.</p> <p>Update 08/06/2023: Phase 1 closed and removed from the action log. Phase 2 to remain open with target completion date September 2023.</p> <p>Update 21/03/2023 Phase 2 – work ongoing to implement phase 2 which will consider the impact assessment in terms of the cost of the anticipated resources required to support it from other departments including any overheads with a running cost total by department maintained. This work will follow the implementation of Phase 1.</p> <p>Update 19/01/2023: Steve Coliandris and Matthew Bunce will review how to engage better with the service to support the financial costings / details required for business cases to the Charity, this work will be taken forward in two key phases: <u>Phase 2 – (ongoing)</u> This will not be a specific cost included in each business case, however each case will be subject to an impact assessment in terms of the cost of the anticipated resources required to support it from other departments including any overheads with a running cost total by department maintained. This information will be used to inform the annual review of the Charity overheads and whether additional investment in support departments is required. An update will be brought to the next Committee.</p> <p>Update 12/01/2023: A meeting took place in December 2022 to review and develop standards as well as develop the template for charity overheads. The Team are starting with a phased approach, starting with 'Other Direct' costs, and then if this isn't sufficient a follow-on stage could look at apportioning indirect/overhead costs.</p> <p>Update 20/09/2022: Matthew Bunce confirmed he has had conversations with Michael Stone about a standard costing schedule and that they are looking at how to do this in terms of incorporating it into the Business Case Pro-forma or using as an aid memoir. Matt explained standing costs are included but it is about describing a mechanism, with a list for various cases and what it means for various departments. This will be</p>	March 2024	OPEN

PART A - CHARITABLE FUNDS COMMITTEE – ACTION LOG					
Minute ref	Action	Action Owner	Progress to Date	Target Completion Date	Status
			Update 08/06/2023: Cath O'Brien agreed to take this as an action in Matthew Bunce's absence and will speak to Nicola Williams. Update 01/06/2023: Meeting to be set up between Matthew Bunce and Nicola Williams when Matthew is back off leave.		
Actions agreed at the 8 th June 2023 Committee					
1.4.0	Draft Minutes from the meeting held on the 21 March 2023 Alison Hedges to update and make a small number of minor revisions required to the minutes of the meeting held on the 21 March 2023.	Alison Hedges	Update 22/06/2023: Committee Secretariat has updated the minutes.	June 2023	COMPLETE
1.5.0	Action Points Business Case and Expenditure Proposals - Part Funding of Wig Vouchers Cath O'Brien will follow up with Michele Pengelly on whether the charity could look at total funding of the wig, possibly a discretionary fund with an adequate provision.	Cath O'Brien	Update 01/09/2023: Cath O'Brien to provide update at the meeting on the 07/09/2023.	September 2023	OPEN
3.2.0	DELEGATED FINANCIAL LIMITS REVIEW A Note to be produced for the next Charitable Funds Committee on how the delegation of financial limit in terms of the money approved would work and the process going forward.	Steve Coliandris	Update 23/08/2023: On Agenda - Paper has been resubmitted to the CFC for approval. In order to ensure that expenditure is appropriate and in line with Charitable funds purposes an approval template will be developed which will capture a summary of the request along with cost/ benefit which will be submitted to the CFC for noting. For context since April 2020 there has only been four business cases that have been submitted to the CFC requesting funds between £5,000 and £25,000. In addition an income graph has been provided which illustrates that Velindre is the largest Charity in terms of income generation / activity within NHS Wales.	September 2023	COMPLETE
5.1.0	BUSINESS CASE AND EXPENDITURE PROPOSALS ADVANCED RADIOTHERAPY FUND BUSINESS CASE MOONDANCE BID MATCH FUNDING Alison Hedges to circulate the embedded document 'ARC Academy Proposal February 20' on page 19 to the Committee following the meeting.	Alison Hedges	Update 08/06/2023: Appendix 2 ARC Academy Proposal document, which was embedded in the Advanced Radiotherapy Fund Business Case Moondance Bid Match Funding Paper was circulated to the Charitable Funds Committee via email.	June 2023	COMPLETE
5.1.0	BUSINESS CASE AND EXPENDITURE PROPOSALS ADVANCED RADIOTHERAPY FUND BUSINESS CASE MOONDANCE BID MATCH FUNDING Donna Mead to write to Moondance, to confirm the Committee has agreed the match funding which will signal the release of the funds.	Donna Mead	Update 23/06/2023: A letter has been sent to Moondance.		COMPLETE

	PART A - CHARITABLE FUNDS COMMITTEE – ACTION LOG				
Minute ref	Action	Action Owner	Progress to Date	Target Completion Date	Status
5.2.0	BUSINESS CASE AND EXPENDITURE PROPOSALS LUNG CANCER PHD CLINICAL RESEARCH FELLOW BUSINESS CASE The IP arrangements needs to be clarified. Jacinta Abraham will work with Steve Ham to address this and will bring back the outcome to the Committee.	Jacinta Abraham and Steve Ham	Update 06/09/2023: Following discussion it was agreed that a narrative in line with the Trust IP Policy should be included in all relevant Charitable Funds grant award letters. The narrative was added to this award letter that was issued on 19 June 2023.	September 2023	OPEN

VELINDRE CHARITABLE FUND COMMITTEE

UPDATE FROM CHARITY DIRECTOR / FUNDRAISING UPDATE

DATE OF MEETING	07/09/2023
PUBLIC OR PRIVATE REPORT	Public
IF PRIVATE PLEASE INDICATE REASON	NOT APPLICABLE - PUBLIC REPORT
REPORT PURPOSE	INFORMATION / NOTING APPROVAL OF MOROCCO TREK
IS THIS REPORT GOING TO THE MEETING BY EXCEPTION?	NO
PREPARED BY	Matthew Bunce, Executive Director of Finance
PRESENTED BY	Matthew Bunce, Executive Director of Finance
APPROVED BY	Matthew Bunce, Executive Director of Finance
EXECUTIVE SUMMARY	This report provides an update on the Fundraising activity, covering event updates and legacies for the charity.
RECOMMENDATION / ACTIONS	<p>The Committee is asked to:</p> <ul style="list-style-type: none"> • REVIEW and DISCUSS the content of this report. • APPROVE the Morocco Trek fundraising proposal. • NOTE the other updates.



GOVERNANCE ROUTE	
List the Name(s) of Committee / Group who have previously received and considered this report:	Date
Velindre Charity Senior Leadership Group	24/08/23
SUMMARY AND OUTCOME OF PREVIOUS GOVERNANCE DISCUSSIONS The Velindre Charity Senior Leadership Group ENDORSED the revised Morocco Trek fundraising proposal for Committee APPROVAL and NOTED the other updates.	

7 LEVELS OF ASSURANCE	
If the purpose of the report is selected as ' ASSURANCE ', this section must be completed . N/A	
ASSURANCE RATING ASSESSED BY BOARD DIRECTOR/SPONSOR	Select Current Level of Assurance <i>Please refer to the Detailed Definitions of 7 Levels of Evaluation to Determine RAG Rating / Operational Assurance and Summary Statements of the 7 Levels in Appendix 3 in the "How to Guide for Reporting to Trust Board and Committees" N/A</i>

APPENDICES	
N/A	

1. SITUATION

The Velindre Charitable Funds Committee (CFC) receives a Charity Director update setting out the Fundraising teams progress against the actions in the operational plan, status of events and ongoing legacies management.

2. **BACKGROUND**

The Velindre Charitable Funds Committee (CFC) receives a Charity Director report at each meeting to provide an update on various aspects of progress in delivering the operational plan.

3. **ASSESSMENT**

The Velindre Charitable Funds Committee (CFC) Directors Report will include some items to be approved by the Committee and some to discuss and note.

4. **SUMMARY OF MATTERS FOR CONSIDERATION**

4.1 **Charity Director and Fundraising Team**

The previous Interim Charity Director left the Trust at the end of April '23 and we have been actively considering the options to fill this key leadership role that is vital to help us drive forward the Charity strategy and ambition to significantly grow its income over the next 4 years to fund a range of service, patient and RD&I improvements.

Following a robust recruitment process we have appointed Paul Wilkins as the Director of the Velindre UNHST Charity. Paul has spent almost four years leading the Velindre Cancer Services during extremely challenging times, prior to that undertaking the Assistant Director of Operations role within the Welsh Blood Service for over three years. Paul has over 30 years experience designing and implementing strategic, tactical and operational leadership and management models with widespread experience of donor, volunteer and stakeholder engagement, all of which will be invaluable in delivering successfully in his new Charity role.

We have also recently recruited to the three Charity Fundraising Support Officer role vacancies. These posts are an integral part of the Fundraising Team providing comprehensive administrative and financial support to internal and external fundraisers.

The recruitment to fill the vacancies in the Fundraising Officer roles is being progressed with interviews anticipated in the next few weeks.

4.2 **Events Update**

Morocco Trek Proposal

Patron Rhod Gilbert will be leading the trip following his recovery from cancer treatment at Velindre. A cameraman will accompany the Morocco trek. Instead of providing participants with just t-shirts, they will also be supplied with Velindre branded beanies and buffs.

The original Morocco Trek proposal was approved by CFC in August 2022. The proposal was based on recruiting 40 participants for the trek in October 2023. After a slow start recruitment improved and now 54 participants have signed up for the trek. Cost £90 per person cheaper than original proposal 15 months ago, so that cost reduction should result in an extra £25k net profit. Should raise at least £90k net instead of original estimate of £65k net.

The Velindre Charitable Funds Committee is asked to **APPROVE** the updated event financials.

Rhod's Hoof Cancer Where It Hurs Gig

Rhod will be performing another 'Hoof Cancer' fundraising comedy show at the Millennium Centre on 1 October where he will highlight his involvement in the Morocco and future Patagonia treks. As in previous events, Rhod will be joined by some high profile comedy colleagues.

A film following Rhod's cancer journey has been commissioned by Channel Four and will form part of their Stand Up to Cancer programmes.

Show tickets sold out in a few days. A Raffle was run during July / Aug for the chance to win some tickets to the show. Rod Hoof Gig

France Bike Ride

The cyclists set off to cycle from Paris to watch Wales' first game in Bordeaux.

Fundraising team have reduced costs on this event. They have secured sponsorship in the form of free transport from Edwards Coaches to and from Heathrow, this has saved around £2k. With the participant numbers now being 50, we can also take 5 staff members from White Rock on the bus, saving costs there too.

The ride was due to start from Versailles which would have meant a bus (around £500) from Paris, which has been cancelled so the ride will start from Paris hotel.

Key West Bike Ride

Key West is recruiting steadily with 50 Participants already signed-up and probable further 10 participants. The Fundrasing team is working with tour operator on costs for this, we should have a far more accurate picture in November when we have to pay flight deposits, we are still estimating costs from an 18 month perspective.

Velindre Big Swim

The Velindre Big Swim planned to be in Solva earlier in the Summer was cancelled due to storms, but the event was reorganised and took place in Barry on 30th Aug and the participants swam a mile to support the Charity.

4.3 Legacies Update

The Charity is currently considering and negotiating settlements on 12 legacies with an estimated potential value of £1.9m. The majority (9 = £1.68m) of these legacies are straightforward, however there are three (£0.220m) that are more complex. These more complex cases require more officer time to consider the issues, gather information in order to assess the key factors to be considered in making a decision, make or consider offers and make a decision. When making a decision on these more complex legacies the Charities Commission recommends a minimum of two Trustees consider the case and decide whether to approve.

4.4 Updated Terms & Conditions for Challenge Events

Work has been undertaken to update the existing Terms & Conditions (T&Cs) for challenge Events. The T&Cs have certain core elements that apply to all events, which will then have additional T&Cs specific to each event added as an appendix. These revised T&Cs will be sent to NWSSP Legal Services for review and feedback on suggested changes to ensure the Trust is best protected from any liability or claim. A key issue the Trust will be seeking advice on is whether the T&C should be at a more summary level or more detailed. In addition, for each event the organiser also has T&Cs it issues to each participant.

4.5 Other Updates

In June the Charity received confirmation that this year the Crane Fund has approved a donation of \$10,000 for Velindre and cheque has been received.

Fundraising team together with the W&OD team submitted a Stage 3 Covid Recovery and staff wellbeing grant to the Association of NHS Charities fund who confirmed receipt of the application. Association of NHS Charities are reviewing all submissions and should they have any queries will be in touch in due course. The Charity should receive a decision on its application by the end of October 2023.

5. IMPACT ASSESSMENT

TRUST STRATEGIC GOAL(S)
Please indicate whether any of the matters outlined in this report impact the Trust's strategic goals:

YES - Select Relevant Goals below													
<p>If yes - please select all relevant goals:</p> <ul style="list-style-type: none"> • Outstanding for quality, safety and experience <input checked="" type="checkbox"/> • An internationally renowned provider of exceptional clinical services that always meet, and routinely exceed expectations <input checked="" type="checkbox"/> • A beacon for research, development and innovation in our stated areas of priority <input type="checkbox"/> • An established 'University' Trust which provides highly valued knowledge for learning for all. <input type="checkbox"/> • A sustainable organisation that plays its part in creating a better future for people across the globe <input checked="" type="checkbox"/> 													
RELATED STRATEGIC RISK - TRUST ASSURANCE FRAMEWORK (TAF) For more information: STRATEGIC RISK DESCRIPTIONS	Choose an item												
QUALITY AND SAFETY IMPLICATIONS / IMPACT	Yes -select the relevant domain/domains from the list below. Please select all that apply												
	<table> <tr><td>Safe</td><td><input checked="" type="checkbox"/></td></tr> <tr><td>Timely</td><td><input checked="" type="checkbox"/></td></tr> <tr><td>Effective</td><td><input checked="" type="checkbox"/></td></tr> <tr><td>Equitable</td><td><input type="checkbox"/></td></tr> <tr><td>Efficient</td><td><input checked="" type="checkbox"/></td></tr> <tr><td>Patient Centred</td><td><input type="checkbox"/></td></tr> </table>	Safe	<input checked="" type="checkbox"/>	Timely	<input checked="" type="checkbox"/>	Effective	<input checked="" type="checkbox"/>	Equitable	<input type="checkbox"/>	Efficient	<input checked="" type="checkbox"/>	Patient Centred	<input type="checkbox"/>
	Safe	<input checked="" type="checkbox"/>											
Timely	<input checked="" type="checkbox"/>												
Effective	<input checked="" type="checkbox"/>												
Equitable	<input type="checkbox"/>												
Efficient	<input checked="" type="checkbox"/>												
Patient Centred	<input type="checkbox"/>												
This action is by exception and with prior approval from the Chair. The provision to permit this urgent action is to allow for quick decisions to be made where it is not practicable to call a Board meeting and to avoid delays that could affect service delivery and quality.													
SOCIO ECONOMIC DUTY ASSESSMENT COMPLETED: For more information: https://www.gov.wales/socio-economic-duty-overview	Choose an item												
	N/A.												
	Click or tap here to enter text												
TRUST WELL-BEING GOAL IMPLICATIONS / IMPACT	Choose an item												
	If more than one Well-being Goal applies please list below:												



	N/A
	If more than one wellbeing goal applies please list below:
	Click or tap here to enter text
FINANCIAL IMPLICATIONS / IMPACT	There is no direct impact on resources as a result of the activity outlined in this report.
	N/A
EQUALITY IMPACT ASSESSMENT <i>For more information:</i> https://nhswales365.sharepoint.com/sites/VEL/_layouts/15/Forms/Feedback.aspx	Not required - please outline why this is not required
	There is no requirement for this report.
ADDITIONAL LEGAL IMPLICATIONS / IMPACT	There are no specific legal implications related to the activity outlined in this report.
	N/A

6. RISKS

This section should indicate whether any matters addressed in the report carry a significantly increased level of risk for the Trust – and if so, the steps that will be taken to mitigate the risk - or if they will help to reduce a risk identified on a previous occasion.

ARE THERE RELATED RISK(S) FOR THIS MATTER	No
WHAT IS THE RISK?	N/A
WHAT IS THE CURRENT RISK SCORE	N/A
HOW DO THE RECOMMENDED ACTIONS IN THIS PAPER IMPACT THIS RISK?	N/A
BY WHEN IS IT EXPECTED THE TARGET RISK LEVEL WILL BE REACHED?	N/A
ARE THERE ANY BARRIERS TO IMPLEMENTATION?	Choose an item

	N/A
All risks must be evidenced and consistent with those recorded in Datix	

CHARITABLE FUNDS COMMITTEE

FINANCIAL REPORT 1ST APRIL 2023 TO 31ST JULY 2023

DATE OF MEETING	07/09/2023
PUBLIC OR PRIVATE REPORT	Public
IF PRIVATE PLEASE INDICATE REASON	Choose an item
REPORT PURPOSE	INFORMATION / NOTING
IS THIS REPORT GOING TO THE MEETING BY EXCEPTION?	NO
PREPARED BY	Barry Williams, Senior Finance Reporting and Business Partner Steve Coliandris, Head of Financial Planning & Reporting Manger
PRESENTED BY	Barry Williams, Senior Finance Reporting and Business Partner
APPROVED BY	Matthew Bunce, Executive Director of Finance
EXECUTIVE SUMMARY	The attached report outlines the financial position and performance for the period to the end of July 2023.
RECOMMENDATION / ACTIONS	<p>The Charitable Funds Committee is asked to NOTE the contents of this finance report and in particular:</p> <ul style="list-style-type: none"> The financial performance of the Charity for the period ending 31st July 2023.



	<ul style="list-style-type: none">The current position and performance of the Charity's investment portfolio as at 31st July 2023.
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GOVERNANCE ROUTE	
List the Name(s) of Committee / Group who have previously received and considered this report:	Date
Velindre Charity Senior Leadership Group	24/08/2023
SUMMARY AND OUTCOME OF PREVIOUS GOVERNANCE DISCUSSIONS An oral update of the financial position was provided at the meeting which was noted by the group.	

7 LEVELS OF ASSURANCE	
If the purpose of the report is selected as ' ASSURANCE ', this section must be completed . N/A	
ASSURANCE RATING ASSESSED BY BOARD DIRECTOR/SPONSOR	Select Current Level of Assurance <i>Please refer to the Detailed Definitions of 7 Levels of Evaluation to Determine RAG Rating / Operational Assurance and Summary Statements of the 7 Levels in Appendix 3 in the "How to Guide for Reporting to Trust Board and Committees" N/A</i>

APPENDICES	
Appendix 1	Charity Finance Report for the Period April to July 2023.

1. SITUATION/ BACKGROUND

- 1.1 This paper and the supporting schedules have been completed to provide the CFC with the financial position of the charitable funds accounts as at the 31st July 2023. The information within the statements should provide the CFC with a clear picture of the financial position and performance of the charitable fund's accounts, which will allow for the committee to discuss, evaluate and make decisions on the best use of resources.
- 1.2 The report is a standing agenda item providing the CFC with a breakdown of the financial activity during the period. The report consists of the following sections and is further explored in the main finance report,
- Financial Report for the period ending 31st July 2023.
 - Balance Sheet as at 31st July 2023.
 - Current and future forecasted performance of the unrestricted fund.
 - Investment Growth Account as at 31st July 2023.
 - Reserve Policy as At 31st July
 - Cash Flow Forecast as at 31st July 2023.

2. ASSESSMENT / SUMMARY OF MATTERS FOR CONSIDERATION

- 2.1 Key Issues to note are as follows:

Income

Income received of £1.551m for the period ending July 2023 representing an overachievement against the planned target of £0.560m (£0.047m overachievement against unrestricted).

£0.300m received from the Moondance foundation to support the ARC project.

£0.369m of legacies received to date with c£1.9m in the pipeline.

Income performance is currently 40% better this year when compared to the same period last year.

Expenditure

Significant underspend on project year to date the largest being within the R&D ambitions bid.

Spend in projects that have had delayed starts is largely expected to be deferred over future years (with committee approval).

Investments

In year investment decline of 1.1% for the period to July. 10.6% fall since February 2022 when the political situation in Ukraine began.

The portfolio has been showing signs of recovery in recent months and whilst the fall in investment is concerning the Charitable funds long term investment strategy is designed to support volatility in the market with expectation that the market will recover at some point in the future.

Reserve Policy

Currently overachieving against the reserve policy, however due to the level of commitments made against the Charity this is expected to stagnate over the next couple of years.

Cash

The charity is currently holding large cash sums within the bank which is now benefiting from greater returns from interest rates. Once the on boarding of the new investment managers has been completed choices will be considered to ensure the best return on investment.

Reduced Charge to the Charity during 2022-23

During 2022/23 the Trust has generated £1.5m of non-recurrent income from a number of sources including significantly higher levels of bank Interest income than normal, non-commitment of all its recurrent discretionary funding and unused recurrent emergency reserve and non-recurrent accountancy gains: It is assumed in the forecast that this will still be drawn during 2023/24.

3. IMPACT ASSESSMENT

TRUST STRATEGIC GOAL(S)



Please indicate whether any of the matters outlined in this report impact the Trust's strategic goals:

Choose an item

If yes - please select all relevant goals:

- Outstanding for quality, safety and experience ☐
- An internationally renowned provider of exceptional clinical services that always meet, and routinely exceed expectations ☐
- A beacon for research, development and innovation in our stated areas of priority ☐
- An established 'University' Trust which provides highly valued knowledge for learning for all. ☐
- A sustainable organisation that plays its part in creating a better future for people across the globe ☐

**RELATED STRATEGIC RISK -
TRUST ASSURANCE
FRAMEWORK (TAF)**

For more information: [STRATEGIC RISK
DESCRIPTIONS](#)

Choose an item

**QUALITY AND SAFETY
IMPLICATIONS / IMPACT**

Yes -select the relevant domain/domains from the list below. Please select all that apply

- Safe ☐
- Timely ☐
- Effective ☐
- Equitable ☐
- Efficient ☐
- Patient Centred ☐

**SOCIO ECONOMIC DUTY
ASSESSMENT COMPLETED:**

Choose an item



GIG
CYMRU
NHS
WALES

Ymddiriedolaeth GIG
Prifysgol Felindre
Velindre University
NHS Trust

For more information: https://www.gov.wales/socio-economic-duty-overview	N/A. Click or tap here to enter text
TRUST WELL-BEING GOAL IMPLICATIONS / IMPACT	Choose an item
	If more than one Well-being Goal applies please list below:
	N/A
	If more than one wellbeing goal applies please list below: Click or tap here to enter text
FINANCIAL IMPLICATIONS / IMPACT	Yes - please Include further detail below, including funding stream
	Please refer to the finance report attached,
EQUALITY IMPACT ASSESSMENT For more information: https://nhswales365.sharepoint.com/sites/VEL/ntranet/SitePages/E.aspx	Not required - please outline why this is not required
	There is no requirement for this report.
ADDITIONAL LEGAL IMPLICATIONS / IMPACT	There are no specific legal implications related to the activity outlined in this report.
	N/A

4. RISKS

This section should indicate whether any matters addressed in the report carry a significantly increased level of risk for the Trust – and if so, the steps that will be taken to mitigate the risk - or if they will help to reduce a risk identified on a previous occasion.

ARE THERE RELATED RISK(S) FOR THIS MATTER	No
WHAT IS THE RISK?	N/A
WHAT IS THE CURRENT RISK SCORE	N/A



GIG
CYMRU
NHS
WALES

Ymddiriedolaeth GIG
Prifysgol Felindre
Velindre University
NHS Trust

HOW DO THE RECOMMENDED ACTIONS IN THIS PAPER IMPACT THIS RISK?	N/A
BY WHEN IS IT EXPECTED THE TARGET RISK LEVEL WILL BE REACHED?	N/A
ARE THERE ANY BARRIERS TO IMPLEMENTATION?	Choose an item
	N/A
All risks must be evidenced and consistent with those recorded in Datix	



GIG
CYMRU
NHS
WALES

Ymddiriedolaeth GIG
Prifysgol Felindre
Velindre University
NHS Trust

Velindre UNHS Trust Charitable Funds

VELINDRE UNIVERSITY NHS TRUST CHARTIABLE FUNDS **Financial Position Report** **1st APRIL TO 31st July 2023**

Velindre UNHS Trust Charitable Funds

1. Purpose

This paper has been completed to provide the CFC with the financial position of the charitable funds accounts as at the 31st July 2023. The information within the statements should provide the CFC with a clear picture of the financial position and performance of the Charitable fund's accounts, which will allow for the committee to discuss, evaluate and make decisions on the best use of resources.

2. Income Summary 1st April to 31st July 2023

Purpose:

To monitor the income performance of the Charity against the planned income target.

Key Issues:

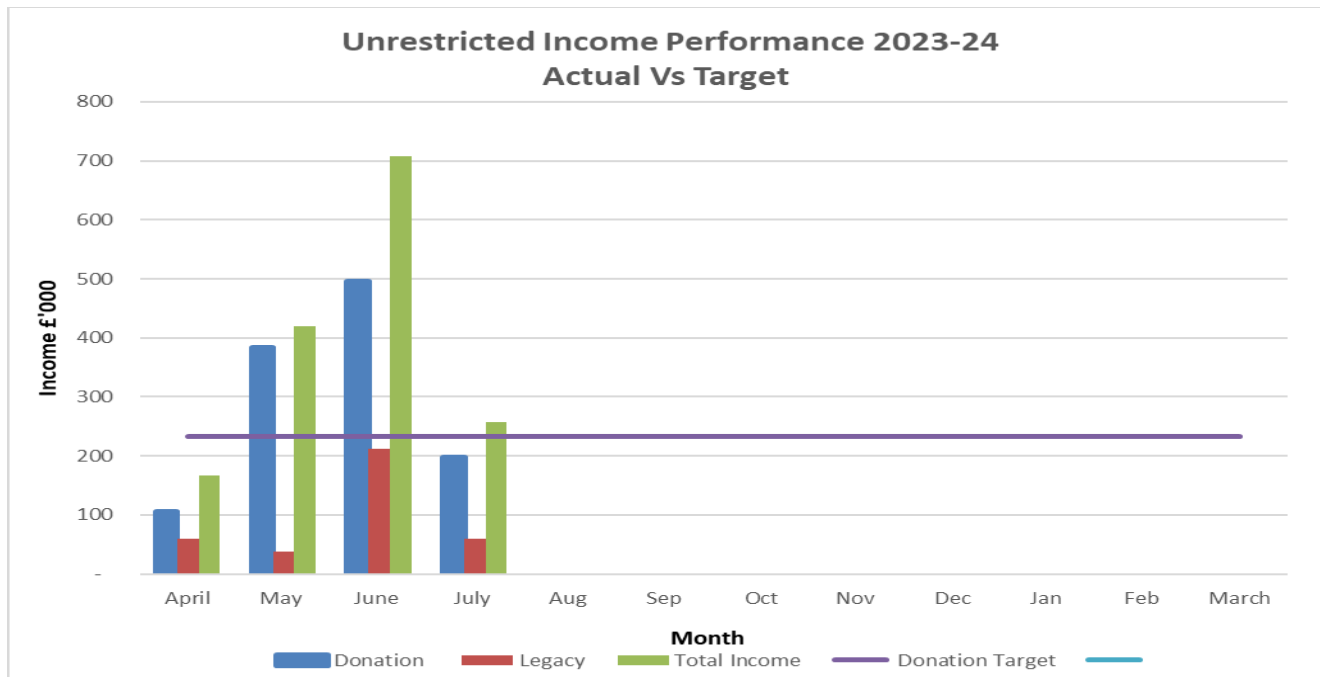
- The annual delivery plan produced at the start of the year set out a level of income that was expected to be achieved during 2023/24 against the Charity's unrestricted fund. The target considered the Charity's fundraising activity during the period, along with a level of expectation for receiving both legacies and general donations.
- As at the end of July the Charity has received total income of £1.551m (£1.182m from fundraising and donations and £0.369m from legacies), which is an overachievement of £0.560m against the planned target of £0.991m expected for this point of the year.
- Performance against the unrestricted fund is showing an overachievement of £0.047m.
- During the period the Charity has benefited from receiving £0.300m from the Moondance foundation towards the Arc Project.
- Income performance to July is significantly higher £0.595m (40%) when compared with the same period during 2022-23. This in part due to the Moondance funding and also the level of legacies received.
- The Charity has been notified about several other legacies which are currently being negotiated for settlement, and whilst some are unable to be quantified at this stage the estimated potential value is £1.9m.



Velindre UNHS Trust Charitable Funds

Fund Category	Planned Income £'000	Actual Income £'000	Variance £'000	Last Year Income for the same period £'000
Unrestricted	933	980	47	928
Unrestricted / Designated Funds				
Patients Funds	0	1	1	1
Staff Funds	0	0	0	1
Research Funds	58	570	512	26
	58	571	513	28
Welsh Blood service	0	0	0	0
Total Income	991	1,551	560	956

The graph below provides the monthly income performance of the Charity's unrestricted fund against planned during 2023/24.





Velindre UNHS Trust Charitable Funds

3. Expenditure Summary 1st April to 31st July 2023

Purpose:

To compare charitable funds expenditure incurred, with budget expectations and expenditure incurred last year during the same financial period.

Key Issues:

- The annual delivery plan produced in April 23 set out the level of commitments that were expected to be incurred against the Charity for 2023/24. The total estimated commitments against the Charity at that point in time was £7.167m and included all existing grants / bids previously approved by the Charitable Funds Committee as well as expected fundraising charges and other general expenditure.
- The total expenditure for 2023/24 as at July is currently lower than planned by £0.763m. Variances in most cases relate to timing issues where projects have either had a delay in starting or due to staff vacancies. Spend on projects that have had delayed starts is largely expected to be deferred over future years, and in most cases this will require committee approval.
- Significant ytd slippage relates to the R&D integrated bid c£0.420m.

Fund Category	*Planned Expenditure £'000	Actual Expenditure £'000	Variance £'000	Last Year Expenditure for the same period £'000
Unrestricted	1,541	964	577	812
Unrestricted / Designated & Restricted Funds				
Patients Funds	3	1	2	1
Staff Funds	2	2	0	0
Research Funds	342	153	189	104
	347	156	191	105
Welsh Blood service	0	5	0	0
Total Expenditure	1,888	1,125	763	917

Notes:

As previously agreed with the committee the cost of the fundraising staff is excluded from the table, with the expectation at this stage that the costs will be funded from the investment growth during 2023/24.

Velindre UNHS Trust Charitable Funds

Total expenditure can be categorised into 3 main subheadings: Grant/Projects, Fundraising, and Overheads with further details provided below.

- The graphs on the attached appendices provide a comparison of actual expenditure against planned for each live Grant/Project since funding was approved (excluding Advancing Radiotherapy: Moondance, Lucas and Probert with the details provide below).
- Total spend against the Advancing Radiotherapy Fund as at 31st May submitted to the ARF board was £3.497m. The following table provides further details of committed expenditure against total income/funding available.

Expenditure	Total Income/ Funding £000	Total Actual Costs as at 31/05/2023 £000	Total Committed Expenditure £000	Remaining Uncommitted Balance £000
Moondance	3,000	2,413	2,920	80
Lucas Fund	825	471	651	174
H&N (Probert) Fund	1,304	613	968	336
Total	5,129	3,497	4,539	590

- Fundraising non-staff expenditure as at 31st May totals £0.189m.
- Overheads costs for 2023/24 are expected to be c£0.188m for 2023/24, which is a reduction of £0.052m from the £0.231m budget at planning stage due to the vacancy of the Charity Director

Overhead costs relate to the governance and support costs required for the general management and running of the Charity. This includes the Charity Director, a proportion of the Governance Manager and Finance staff costs and the annual audit fees.

Velindre UNHS Trust Charitable Funds

4. Fund Balance Movements 1st April to 31st July 2023

Purpose:

To monitor the movement in fund balances during the period.

Key Issues:

The level of fund balances on Velindre's unrestricted and restricted funds have increased during the period by £0.220m from £9.743m to £9.963m.

The outturn forecast balance of the charitable funds accounts as at the end of March 24 is expected to be c£6.345m which is based on the current level of anticipated income and expenditure commitments.

Fund Category	Actual Balance as at 31 July 2023 £000	Opening Balance as at 01 Apr 2023 £'000	Forecast Total Income as at 31 Mar 2024 £'000	Forecast Total Expenditure as at 31 Mar 2024 £'000	Forecast Balance as at 31 Mar 2024 £000
Unrestricted	5,822	6,012	2,800	(5,457)	3,355
Unrestricted Designated/ Restricted Funds					
Patients Funds	180	180	1	(10)	171
Staff Funds	81	83	1	(5)	79
Research Funds	3,786	3,370	691	(898)	3,163
	4,047	3,633	693	(913)	3,413
Welsh Blood service	94	99	1	(5)	95
Total Funds (excl Investments)	9,963	9,743	3,494	(6,375)	6,862

- The table above does not include the funds held as custodian for PHWT which has a balance of £70k as at the 31st July 2023.

Velindre UNHS Trust Charitable Funds

5. Balance Sheet as at 31st July 2023

Purpose:

To monitor the investment performance, and current assets/ liabilities during the year.

Key Issues:

The investment portfolio position has decreased by £(0.067)m since the start of the financial year, which represents an in-year valuation decline of 1.1% for the period to the 31st July.

Since February 2022 when the political situation in Ukraine began the portfolio has seen an overall fall in valuation of £(0.607)m (10.58%).

The Funds held on the Velindre UNHS Trust Charitable funds accounts as at 31st July 2023 is £10.033m with £9.963m representing Velindre's share and £0.070m being held as custodian for PHWT.

BALANCE SHEET AS AT 31 MARCH 2023	
INVESTMENTS	£'000
Cash	236
Fixed Income	2,382
Absolute Return	822
Commodities	264
Developed Market Equity	1,528
Emerging Market Equity	-
Real Estate & Infrastructure	315
Other	261
Total Assets on Investments	5,808
CURRENT ASSETS	£'000
Total Cash and Bank	2,362
Creditors	- 90
Debtors	1,576
Total Current Assets	3,848
BREAKDOWN OF ASSETS	£'000
Total assets on investment	5,808
Bank/Cash	3,848
Total Breakdown of Assets	9,656
TOTAL FUNDS	£'000
Total Funds Held	9,656
Total Funds Held	9,656

BALANCE SHEET AS AT 31 JULY 2023	
INVESTMENTS	£'000
Cash	242
Fixed Income	2,340
Absolute Return	808
Commodities	250
Developed Market Equity	1,558
Emerging Market Equity	-
Real Estate & Infrastructure	313
Other	231
Total Assets on Investments	5,742
CURRENT ASSETS	£'000
Total Cash and Bank	4,347
Creditors	- 68
Debtors	12
Total Current Assets	4,291
BREAKDOWN OF ASSETS	£'000
Total assets on investment	5,742
Bank/Cash	4,291
Total Breakdown of Assets	10,033
TOTAL FUNDS	£'000
Total Funds Held	10,033
Total Funds Held	10,033



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Velindre UNHS Trust Charitable Funds

6. Compliance with Reserve Policy

Purpose:

To monitor the compliance with the reserve policy established by the Trustees during this financial period.

Key Issues:

The Trustees has previously considered that reserves should be set at a level which is equivalent to estimated planned commitments covering **a period of 4 months**. At this level, and in the event of a significant reduction in charitable funding, Trustees feel that they would be able to continue with the current programme of activity for such time as is necessary to allow for a properly planned and managed change in the activity programme and/or the generation of additional income streams.

In the light of the above, the unrestricted reserve target has been set based on the current commitments of **£1.819m** which is an over achievement of **£4.003m** when compared to the balance of **£5.822m** that was in the charitable funds accounts as at the 31st July 2023.

Reserves are that part of a charity's unrestricted funds that are available to spend on any of the charity's purposes. Reserves need to be maintained at a level which is sufficient to meet planned commitments and any unforeseen or unexpected expenditure in advance of the receipt of investment income and charitable donations. This assessment of the required level of reserves excludes those funds designated as restricted as they are only available for a specified purpose.

Reserves levels which are set too high tie up money which could and should be spent on charitable activity creating a trustee's risk, acting in conflict with their duty to apply income within a reasonable time, or failing in their duty to be even-handed to future and current beneficiaries; furthermore, it could be perceived by donors or funders to be holding money. If they are too low the future of the charity may be put at risk. Therefore, charities will require a reserves policy, which is robust and fit for purpose providing clear accountability.



Velindre UNHS Trust Charitable Funds

7. Forecasted Balance of the Charity's Unrestricted Fund

Purpose:

Provides a summary of the current and forecasted position of the Charity's unrestricted fund, in order to evaluate the future balance of the fund, and the performance against the reserve target.

Key Issues:

The table below provides the estimated future balance of the unrestricted fund based on the current level of forecasted income and expenditure commitments.

If income and the level of commitments remains as projected, then the Charity is expected to far exceed the reserve policy for the remainder of 2023/24, however the gap will close in future years due to the level of commitments made against the Charity. The table does not consider any unapproved future commitments.

Summary of Commitments against the Charity's Unrestricted fund				
	Year 1	Year 2	Year 3	Year 4
	2023/24	2024/25	2025/26	2026/27
	£000	£000	£000	£000
Opening Balance	6,012	3,355	2,023	1,710
Forecast Donation Income (based on Annual Delivery/ Charity Strategy)	2,800	5,500	7,000	7,000
Prudent Income Growth		(1,500)	(2,000)	(2,000)
Current Forecast Commitments				
Fundraising Team*				
Fundraising Event Expenditure	650	700	800	900
Overheads*	120	175	185	190
General Expenditure & Charges	50	50	50	50
Long Standing Project Expenditure	1,009	1,197	1,236	1,236
Time Limited (Project/ Bid Expenditure)	2,128	3,210	3,042	639
Reduced recharge to Charity	1,500			
Total Current Commitments	5,457	5,332	5,313	3,015
Closing Balance	3,355	2,023	1,710	3,695
Target Reserve	1,777	1,771	1,005	
Reserve Variance	1,578	252	705	



Velindre UNHS Trust Charitable Funds

8. Investment Growth held outside of Charitable Fund Allocation

Purpose:

To inform the committee of the current and forecast position of the investment income and gains that are held outside of Charitable Fund allocation.

The Charitable funds committee previously approved that the investment income (dividends and bank interest), and any gains that are made from the investment portfolio would be used where possible to fund the fundraising team and overhead costs.

Key Issues:

The investment growth which is being held outside of the fund balances as at 31st July 2023 is currently (£0.195m) which is a reduction of (£0.040m) from the balance held at the 31st March 2023 which due to the current performance of the investment portfolio slightly offset by the increase in income rates..

Investment gains and losses are volatile and therefore difficult to predict, however, following a recent downturn in performance expectation is for the portfolio to rebound in the short to medium term with expectation that at least the fundraising team will continue to be funded from the investment growth; however, overhead charge may need to be apportioned over the Charitable funds based on average balances.

Due to the current performance the investment position which is held outside of the charitable funds allocation it is currently running at a negative (£0.195m); on the expectation of investment growth rebound we're hopeful that we will return to a positive position and will be continually monitored as the year progresses.

Current & Forecasted Investment Growth Position			
	Year 1	Year 2	Year 3
	2023/24	2024/25	2025/26
	£000	£000	£000
Opening Balance	(154)	15	81
Actual / Forecast Investment Income	133	133	133
Actual/ Forecast Bank Interest	33	33	33
Forecast Gains /Losses & Management Fees	250	200	200
Actual / Forecast Commitments			
Fundraising Team	(247)	(300)	(300)
Overheads	0	0	0
Total Forecast Commitments	(247)	(300)	(300)
Closing Balance	15	81	147



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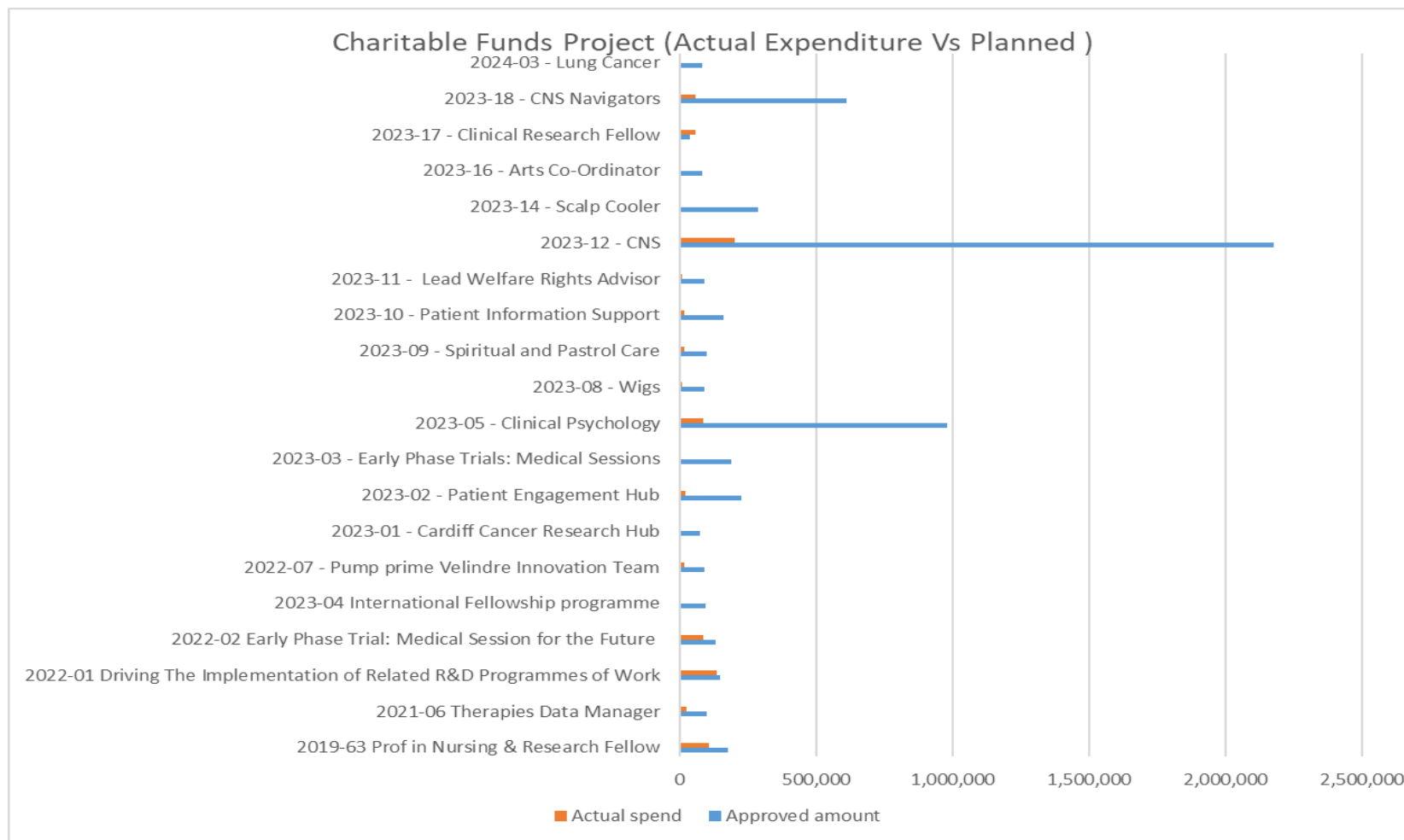
Velindre UNHS Trust Charitable Funds

9. Recommendation

The CFC is asked to **Note** the contents of this Finance report and in particular:

- The financial performance of the Charity for the period 1st April to 31st July 2023.
- The position and performance of the Charity's investment portfolio as at the 31st July 2023.

Velindre NHS Trust Charitable Funds



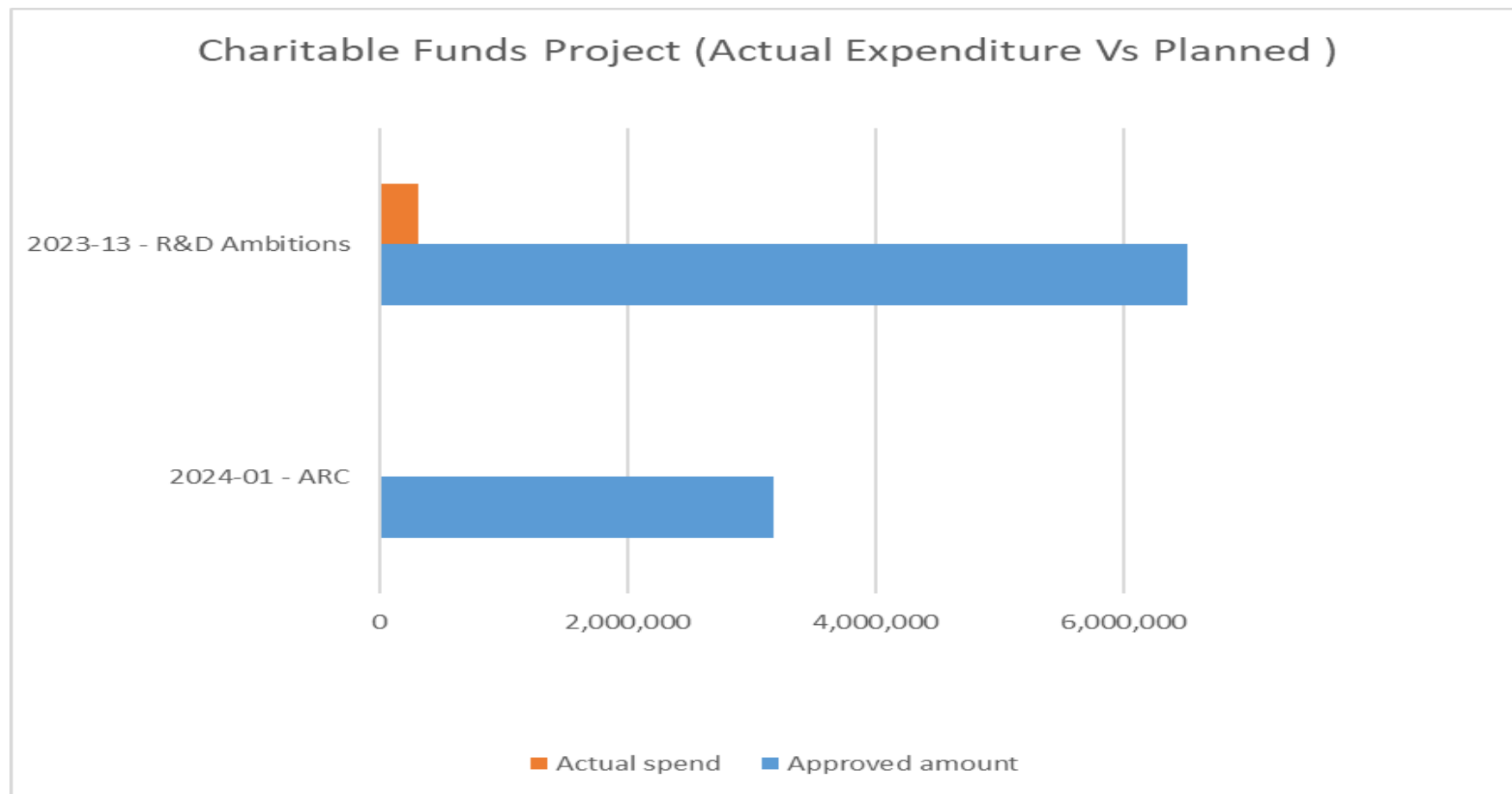


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Appendix

Velindre NHS Trust Charitable Funds



VELINDRE UNHS TRUST

2023/24 CHARITABLE FUNDS CASH FLOW FORECAST

Opening Charitable Fund Balances	£
Investments (at Market Value as at 31st March 2023)	
Investments Portfolio	5,808,000
Debtors / Creditors	1,486,000
Actual Cash (Current & Deposit Accounts)	2,362,000
	<u>9,656,000</u>

	April	May	June	July	August	September	October	November	December	January	February	March
Opening Bank Balance	2,362,000	2,574,076	2,708,976	4,832,678	4,540,471	4,424,749	4,239,027	3,923,305	3,577,583	3,181,862	2,458,864	1,735,866
Income												
Donations, Fundraising & Legacies	244,016	417,022	704,594	268,415	232,494	232,494	232,494	232,494	232,494	232,494	232,494	232,494
Bank Interest	1,742	2,247	2,835	4,969	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Donation Charges	(2,159)	(2,597)	(2,225)	(3,216)	(3,216)	(3,216)	(3,216)	(3,216)	(3,216)	(3,216)	(3,216)	(3,216)
Investment Movement												
Net Monthly Change In Income	243,599	416,672	705,204	270,168	234,278	234,278	234,278	234,278	234,278	234,278	234,278	234,278
Expenditure												
Commitments/ Credits (Inc BFWd from 2022/23)	(31,523)	(281,772)	1,418,498	(562,375)	(350,000)	(420,000)	(550,000)	(580,000)	(630,000)	(957,276)	(957,276)	(957,276)
Net Monthly Change In Expenditure	(31,523)	(281,772)	1,418,498	(562,375)	(350,000)	(420,000)	(550,000)	(580,000)	(630,000)	(957,276)	(957,276)	(957,276)
Closing Bank Balance (Deposit & Current Accounts)	2,574,076	2,708,976	4,832,678	4,540,471	4,424,749	4,239,027	3,923,305	3,577,583	3,181,862	2,458,864	1,735,866	1,012,868

<u>TOTAL</u>	<u>Forecast</u> <u>Based</u> <u>Upon</u>
3,494,000	Income Forecast 23/24
51,793	
(35,925)	Average
3,509,868	
(4,859,000)	Expenditure forecast for 23/24 plus bfwed debtors / creditors
2,647,188	

Notes/ Risks/ Opportunities

2. Expenditure is based on current commitments/forecast for 2022/23 and unpaid creditor debtor balances from 22/23

Actual
Projected

Key

Figures in BLACK signify both Income and a Positive balance

Figures in RED signify both Expenditure and a Negative balance

CHARITABLE FUNDS COMMITTEE

Summary of Commitments against the Charity's Unrestricted fund

DATE OF MEETING	07/09/2023
PUBLIC OR PRIVATE REPORT	Public
IF PRIVATE PLEASE INDICATE REASON	Choose an item
REPORT PURPOSE	INFORMATION / NOTING
IS THIS REPORT GOING TO THE MEETING BY EXCEPTION?	NO
PREPARED BY	Barry Williams, Senior Finance Reporting and Business Partner Steve Coliandris, Head of Financial Planning & Reporting Manager
PRESENTED BY	Barry Williams, Senior Finance Reporting and Business Partner
APPROVED BY	Matthew Bunce, Executive Director of Finance
EXECUTIVE SUMMARY	The attached report outlines the financial position and performance for the period to the end of July 2023.
RECOMMENDATION / ACTIONS	1.1 The CFC is asked to NOTE and CONSIDER the impact of approving the business cases that has been presented today would have on the unrestricted fund balance.



	1.2	Based on an assumed level of forecast income and current commitments the Charity is in a position to financially support the business cases should the CFC decide to approve the bid that have been submitted to the meeting today.
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GOVERNANCE ROUTE

List the Name(s) of Committee / Group who have previously received and considered this report:

Date

Velindre Charity Senior Leadership Group

24/08/2023

SUMMARY AND OUTCOME OF PREVIOUS GOVERNANCE DISCUSSIONS

An oral update of the financial position was provided at the meeting which was noted by the group.

7 LEVELS OF ASSURANCE

If the purpose of the report is selected as '**ASSURANCE**', this section **must be completed**. N/A

ASSURANCE RATING ASSESSED
BY BOARD DIRECTOR/SPONSOR

Select Current Level of Assurance

*Please refer to the Detailed Definitions of 7 Levels of Evaluation to Determine RAG Rating / Operational Assurance and Summary Statements of the 7 Levels in Appendix 3 in the "**How to Guide for Reporting to Trust Board and Committees**" N/A*

APPENDICES

2. SITUATION/ BACKGROUND

- 2.1 The purpose of this paper is to provide the CFC with a summary of the current and forecasted commitments against the Charity's unrestricted fund, in order to evaluate the future balances, and the effect the bids that have been received at today's meeting will have on the reserve target.

3. ASSESSMENT / SUMMARY OF MATTERS FOR CONSIDERATION

- 3.1 During the Financial Year 2022-23 the Charity had a successful year raising income £4.59m of income against an original planned target of £2.80m. In addition, there was a reduced recharge of costs to the charity by £1.50m resulting in an overall expenditure for the period of £1.21m.
- 3.2 The tables below provide a summary of the current and forecasted position of the charity's unrestricted fund, based on the current level of forecasted income and expenditure.

Summary of Commitments against the Charity's Unrestricted fund				
	Year 1 2023/24 £000	Year 2 2024/25 £000	Year 3 2025/26 £000	Year 4 2026/27 £000
Opening Balance	6,012	3,284	1,626	1,185
Forecast Donation Income (based on Annual Delivery/ Charity Strategy)	2,800	5,500	7,000	7,000
Prudent Income Growth		(1,500)	(2,000)	(2,000)
Current Forecast Commitments				
Fundraising Team*				
Fundraising Event Expenditure	650	700	800	900
Overheads*	120	175	185	190
General Expenditure & Charges	50	50	50	50
Long Standing Project Expenditure	1,009	1,197	1,236	1,236
Time Limited (Project/ Bid Expenditure)	2,128	3,210	3,042	639
Reduced recharge to Charity	1,500			
Total Current Commitments	5,457	5,332	5,313	3,015
Closing Balance	3,355	1,952	1,313	3,170
<u>Business case proposals</u>				
Oncology Academy	71	284	128	43
Radiotherapy Prostate		42		
Total Business case Proposals	71	326	128	43
Total Proposed Commitments	5,528	5,658	5,441	3,058
Revised Closing Balance	3,284	1,626	1,185	1,270
Target Reserve	1,886	1,814	1,019	0
Reserve Variance	1,398	(187)	166	1,270

Notes

- Forecast income is based on the approved annual delivery plan for 2023/24, and future anticipated charity income strategy, however adjusted to support prudent income growth due to the financial climate (e.g. Energy and high levels of inflation).
- The table assumes that the fundraising team will continue be funded from investment gains.

- The table assumes that the full ask for the R&D infrastructure ambitions bid will be required in future years. If not, further funds will be released for investment.
- The table reflects a reduced recharge to the charity during 2022/23 to be back down in 2023/24.

Based on the current level of commitments and anticipated income the business cases that has been submitted for approval at the meeting today can be funded should the committee choose to support the case, however please note that it may out the Charity into a negative reserve variance during 2024/25. The balance of the funds are still expected to be significant.

4. IMPACT ASSESSMENT

TRUST STRATEGIC GOAL(S)	
Please indicate whether any of the matters outlined in this report impact the Trust's strategic goals: Choose an item	
If yes - please select all relevant goals: <ul style="list-style-type: none"> • Outstanding for quality, safety and experience <input type="checkbox"/> • An internationally renowned provider of exceptional clinical services that always meet, and routinely exceed expectations <input type="checkbox"/> • A beacon for research, development and innovation in our stated areas of priority <input type="checkbox"/> • An established 'University' Trust which provides highly valued knowledge for learning for all. <input type="checkbox"/> • A sustainable organisation that plays its part in creating a better future for people across the globe <input type="checkbox"/> 	
RELATED STRATEGIC RISK - TRUST ASSURANCE FRAMEWORK (TAF) For more information: STRATEGIC RISK DESCRIPTIONS	Choose an item
QUALITY AND SAFETY IMPLICATIONS / IMPACT	Yes -select the relevant domain/domains from the list below. Please select all that apply
	Safe <input type="checkbox"/> Timely <input type="checkbox"/> Effective <input type="checkbox"/> Equitable <input type="checkbox"/> Efficient <input type="checkbox"/>



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	Patient Centred <input type="checkbox"/>
SOCIO ECONOMIC DUTY ASSESSMENT COMPLETED: For more information: https://www.gov.wales/socio-economic-duty-overview	Choose an item
	N/A. Click or tap here to enter text
TRUST WELL-BEING GOAL IMPLICATIONS / IMPACT	Choose an item
	If more than one Well-being Goal applies please list below:
	N/A
	If more than one wellbeing goal applies please list below: Click or tap here to enter text
FINANCIAL IMPLICATIONS / IMPACT	Yes - please Include further detail below, including funding stream
	Please refer to the funding schedule within this paper
EQUALITY IMPACT ASSESSMENT For more information: https://nhswales365.sharepoint.com/sites/VEL/_layouts/15/Forms/Document.aspx?ID=1&Source=/SitePages/E.aspx	Not required - please outline why this is not required
	There is no requirement for this report.



ADDITIONAL LEGAL IMPLICATIONS / IMPACT	There are no specific legal implications related to the activity outlined in this report.
	N/A

5. RISKS

This section should indicate whether any matters addressed in the report carry a significantly increased level of risk for the Trust – and if so, the steps that will be taken to mitigate the risk - or if they will help to reduce a risk identified on a previous occasion.

ARE THERE RELATED RISK(S) FOR THIS MATTER	No
WHAT IS THE RISK?	N/A
WHAT IS THE CURRENT RISK SCORE	N/A
HOW DO THE RECOMMENDED ACTIONS IN THIS PAPER IMPACT THIS RISK?	N/A
BY WHEN IS IT EXPECTED THE TARGET RISK LEVEL WILL BE REACHED?	N/A
ARE THERE ANY BARRIERS TO IMPLEMENTATION?	Choose an item
	N/A
All risks must be evidenced and consistent with those recorded in Datix	

CHARITABLE FUNDS COMMITTEE

DELEGATED FINANCIAL LIMITS REVIEW

DATE OF MEETING	07/09/2023
PUBLIC OR PRIVATE REPORT	Public
IF PRIVATE PLEASE INDICATE REASON	Choose an item
REPORT PURPOSE	APPROVAL
IS THIS REPORT GOING TO THE MEETING BY EXCEPTION?	NO
PREPARED BY	Steve Coliandris – Head of Financial Planning & Reporting
PRESENTED BY	Steve Coliandris – Head of Financial Planning & Reporting
APPROVED BY	Matthew Bunce, Executive Director of Finance
EXECUTIVE SUMMARY	This report proposes a review and amendment to the current delegated financial limits for approving expenditure against Velindre University Charitable funds.
RECOMMENDATION / ACTIONS	<p>1.1 The Charitable Funds Committee are asked to APPROVE the below recommended changes:</p> <p>1. Increase the delegated approval limit for both the Chief Executive and Executive Director of finance to £25,000.</p>



	<ol style="list-style-type: none">The entry level at which approval from the Charitable funds Committee is required increases from £5,000 to £25,001.Specifically write into the Scheme of Delegation Policy that if any pre-approved projects expenditure exceeds approval but is less than 10% of the original project cost AND no greater than £10,000, then approval can be sought from either the Chief Executive or Executive Director of Finance. <p>If the additional spend is greater than either of these limits, then approval will be required from the Charitable funds Committee.</p>
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GOVERNANCE ROUTE	
List the Name(s) of Committee / Group who have previously received and considered this report:	Date
Velindre Charity Senior Leadership Group	24/05/2023 & 08/08/2023
SUMMARY AND OUTCOME OF PREVIOUS GOVERNANCE DISCUSSIONS	
THE PAPER WAS ENDORSED FOR APPROVAL	

7 LEVELS OF ASSURANCE	
If the purpose of the report is selected as ' ASSURANCE ', this section must be completed . N/A	
ASSURANCE RATING ASSESSED BY BOARD DIRECTOR/SPONSOR	<p>Select Current Level of Assurance</p> <p><i>Please refer to the Detailed Definitions of 7 Levels of Evaluation to Determine RAG Rating / Operational Assurance and Summary Statements</i></p>

	<i>of the 7 Levels in Appendix 3 in the “How to Guide for Reporting to Trust Board and Committees” N/A</i>
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APPENDICES	

2. SITUATION/ BACKGROUND

- 2.1 The Velindre University NHS Trust Standing Orders form the basis upon which the Trust’s governance and accountability framework is developed and, together with the adoption of the Trust’s Values and Standards of Behaviour framework, is designed to ensure the achievement of the standards of good governance set for the NHS in Wales.
- 2.2 The Trust SOs and SFIs specify certain key responsibilities of the Chief Executive, the Director of Finance and other officers. Section 3 of the Trust SOs and SFIs sets out the associated financial delegations which forms the basis of the Trust’s scheme of delegation to officers.
- 2.3 All Trust Board members and officers must be made aware of these Standing Orders and, where appropriate, should be familiar with their detailed content.
- 2.4 This report proposes a review and amendment to the current delegated financial limits for approving expenditure against Velindre University Charitable funds

3. ASSESSMENT / SUMMARY OF MATTERS FOR CONSIDERATION

- 3.1 Ensuring that the Charity has appropriate financial limits for approving expenditure against the Charity is important to ensure that -
- Adequate controls are in place in respect of the authorisation and payment for goods, services, paid through Velindre UNHS Charitable Funds.

- Expenditure against the Charitable Funds is appropriate and in line with its objectives, aims and strategy and its compliance with the public benefit in accordance with Charity Commission regulation.
- To provide a uniform and consistent approach in order to authorise expenditure against Velindre UNHS Trust Charitable Funds.

3.2 The current delegation limits have been in place for a number of years, it is therefore important to review the current approval levels to ensure that appropriate controls are in place to safeguard charitable funds, but also agile enough to allow the charity to respond in a timely manner to service demands.

3.3 Delegated Authorisation Limits

The Current Delegated authorisation limits for the Charity are provided in the table below

Expenditure Amount	Approval Required
Up to £5,000	- Designated Fund Holder
Over £5,000	- Charitable Funds Committee

The Charitable funds Committee and its Trustees has overall responsibility for the purchasing of goods and services.

The Charitable funds committee delegates responsibility to individuals fund holders to the limit of £5,000.

A deputy fund holder is authorised to approve expenditure up to £5,000 in the absence of a designated fund holder.

If the expenditure is required immediately and cannot wait until the next CFC meeting then the Chief Executive and Director of Finance can grant authorisation for expenditure between £5001 and £10,000, on the basis that a business case is subsequently submitted to the Charitable funds Committee at a later date.

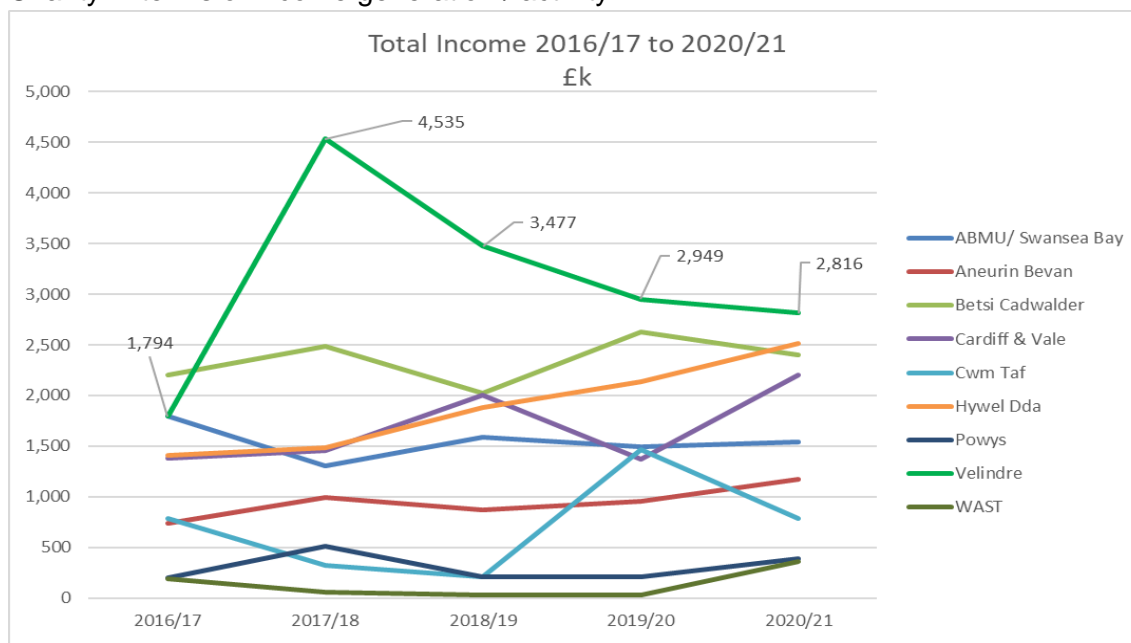
Expenditure over £10,000 must be submitted to the Charitable Funds Committee.

3.4 The table below provides delegated approval limits within the other NHS Charities in Wales

	Health Board / Trust						
Approval Required	Aneurin Bevan	Swansea Bay	Powys	Cardiff and Vale	Hywel Dda	BCUHB	Velindre
Delegated Fund holders	£5,000	£10,000	0	0	£1,000	£5,000	£5,000
Divisional General Manager / Director	£5,001 - £15,000	£10,001 - £25,000	0	£25,000	£1,001 - £10,000	£5,001 - £25,000	
Executive Director / Chief Executive	£15,001 - £25,000	£25,001 - £50,000	£5,000	0			£5,001 - £10,000*
Charitable Funds Sub Committee					£10,001 - £50,000		
Charitable Funds Committee	>£25,000	>£50,000	>£5,000	£25,001 - £125,000	£50,001 - £100,000	>£5,001	>£5,001
Trust Board				>£125,000	>100,000		

* Requires subsequent approval by Charitable funds Committee

The Graph below provides the level of income received by the other NHS Charities in Wales from the period 2016/17 to 2020/21 and illustrates that Velindre is the largest Charity in terms of income generation / activity.



3.5 When considering approval limits, it's important to understand what the current issues and bottlenecks are with the current approval process

- Current approval limits require a business case to be written and subsequently approved by the Charitable Funds Committee when the expenditure request is over £5,000. This is a timely process with several steps involved.
- The Charitable funds Committee only meets every three months which constrains the ability to approve expenditure requests.
- Once a case is approved any subsequent changes to the original bid requires CFC approval.

- 3.6 Based on other NHS Charities it is recommended that the following approval structure for Velindre Charity is adopted which will allow for greater flexibility in spending Charitable funds monies but will still ensure that there is appropriate governance in place.

Approval Required	Velindre
Delegated Fund holders	£5,000
Chief Executive or Executive Director of Finance	£25,000
Charitable Funds Committee	>£25,001

- Delegated fund holder's approval limit remains the same at £5,000.
- The Chief Executive and Executive Director of Finance approval limit is increased to £25,000.

In order to ensure that expenditure is appropriate and in line with Charitable funds purposes an approval template will be developed which will capture a summary of the request along with cost/ benefit which will be submitted to the CFC for noting.

For context since April 2020 there has only been four business cases that have been submitted to the CFC requesting funds between £5,000 and £25,000.

- Any expenditure over £25,000 will require approval by the Charitable funds Committee in the form of a business case.

- 3.7 In addition to the changes to the delegated approval limits it is also requested that a criterion is set for when project expenditure exceeds the approval, and that this is formally documented within the Scheme of Delegation Policy.

There are sometimes circumstances where expenditure against projects may exceed approval. Although rare this can occur when for instance costs at the start of project do not accurately reflect what the full future funding requirement is in order to deliver the project.

In these circumstances it is recommend that if the spend is less than 10% of the original project cost **AND** no greater than £10,000, then approval can be sought from either the Chief Executive or Executive Director of Finance.

If the additional spend is greater than either of these limits, then approval will be required from the Charitable funds Committee.



4. IMPACT ASSESSMENT

TRUST STRATEGIC GOAL(S)												
Please indicate whether any of the matters outlined in this report impact the Trust's strategic goals: Choose an item												
If yes - please select all relevant goals: <ul style="list-style-type: none">• Outstanding for quality, safety and experience <input type="checkbox"/>• An internationally renowned provider of exceptional clinical services that always meet, and routinely exceed expectations <input type="checkbox"/>• A beacon for research, development and innovation in our stated areas of priority <input type="checkbox"/>• An established 'University' Trust which provides highly valued knowledge for learning for all. <input type="checkbox"/>• A sustainable organisation that plays its part in creating a better future for people across the globe <input type="checkbox"/>												
RELATED STRATEGIC RISK - TRUST ASSURANCE FRAMEWORK (TAF) <i>For more information: STRATEGIC RISK DESCRIPTIONS</i>	Choose an item											
QUALITY AND SAFETY IMPLICATIONS / IMPACT	Yes -select the relevant domain/domains from the list below. Please select all that apply											
	<table><tr><td>Safe</td><td><input type="checkbox"/></td></tr><tr><td>Timely</td><td><input checked="" type="checkbox"/></td></tr><tr><td>Effective</td><td><input checked="" type="checkbox"/></td></tr><tr><td>Equitable</td><td><input type="checkbox"/></td></tr><tr><td>Efficient</td><td><input checked="" type="checkbox"/></td></tr><tr><td>Patient Centred</td><td><input type="checkbox"/></td></tr></table>	Safe	<input type="checkbox"/>	Timely	<input checked="" type="checkbox"/>	Effective	<input checked="" type="checkbox"/>	Equitable	<input type="checkbox"/>	Efficient	<input checked="" type="checkbox"/>	Patient Centred
Safe	<input type="checkbox"/>											
Timely	<input checked="" type="checkbox"/>											
Effective	<input checked="" type="checkbox"/>											
Equitable	<input type="checkbox"/>											
Efficient	<input checked="" type="checkbox"/>											
Patient Centred	<input type="checkbox"/>											



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	<p>Evidence suggests there is correlation between governance behaviours in an organisation and the level of performance achieved at that same organisation. Therefore, ensuring good governance within the Trust can support quality care.</p> <p>This will allow for quicker and more agile decisions to be made in between Charitable fund committee meetings to help avoid delays that could affect service delivery and quality.</p>
SOCIO ECONOMIC DUTY ASSESSMENT COMPLETED: For more information: https://www.gov.wales/socio-economic-duty-overview	<p>Choose an item</p> <p>N/A.</p> <p>Click or tap here to enter text</p>
TRUST WELL-BEING GOAL IMPLICATIONS / IMPACT	<p>Choose an item</p> <p>If more than one Well-being Goal applies please list below:</p> <p>N/A</p> <p>If more than one wellbeing goal applies please list below:</p> <p>Click or tap here to enter text</p>
FINANCIAL IMPLICATIONS / IMPACT	<p>Yes - please Include further detail below, including funding stream</p> <p>Ensuring that Velindre UNHST Charity has an appropriate Scheme of Delegation that supports sound financial governance across the Trust.</p>
EQUALITY IMPACT ASSESSMENT For more information: https://nhswales365.sharepoint.com/sites/VEL/ntranet/SitePages/E.aspx	<p>Not required - please outline why this is not required</p> <p>There is no requirement for this report.</p>
ADDITIONAL LEGAL IMPLICATIONS / IMPACT	<p>There are no specific legal implications related to the activity outlined in this report.</p>



	N/A
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5. RISKS

This section should indicate whether any matters addressed in the report carry a significantly increased level of risk for the Trust – and if so, the steps that will be taken to mitigate the risk - or if they will help to reduce a risk identified on a previous occasion.

ARE THERE RELATED RISK(S) FOR THIS MATTER	No
WHAT IS THE RISK?	N/A
WHAT IS THE CURRENT RISK SCORE	N/A
HOW DO THE RECOMMENDED ACTIONS IN THIS PAPER IMPACT THIS RISK?	N/A
BY WHEN IS IT EXPECTED THE TARGET RISK LEVEL WILL BE REACHED?	N/A
ARE THERE ANY BARRIERS TO IMPLEMENTATION?	Choose an item
	N/A
All risks must be evidenced and consistent with those recorded in Datix	



CHARITABLE FUNDS COMMITTEE

(BUSINESS CASE: RADIOTHERAPY *CONSULTANT AND ADVANCED PRACTICE- PROSTATE*)

DATE OF MEETING	07/09/2023
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PUBLIC OR PRIVATE REPORT	Public
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IF PRIVATE PLEASE INDICATE REASON	Choose an item.
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PREPARED BY	Helen Payne Interim Radiotherapy Services Manager
PRESENTED BY	
EXECUTIVE SPONSOR APPROVED	Nicola Williams, Executive Director of Nursing, Allied Health Professionals & Clinical Scientists

REPORT PURPOSE	FOR APPROVAL
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COMMITTEE/GROUP WHO HAVE RECEIVED OR CONSIDERED THIS PAPER PRIOR TO THIS MEETING		
COMMITTEE OR GROUP	DATE	OUTCOME
SLT	(DD/MM/YYYY)	Choose an item.

ACRONYMS	
SLT	Senior Leadership Team
SMT	Senior Management Team



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1. SITUATION/BACKGROUND

1.1 Please see Business Case at Appendix 1.

2. ASSESMENT / SUMMARY OF MATTERS FOR CONSIDERATION

2.1 Please see Business Case at Appendix 1.

3. IMPACT ASSESSMENT

QUALITY AND SAFETY IMPLICATIONS/IMPACT	Yes (Please see detail below)
	Please see Business Case at Appendix 1.
RELATED HEALTHCARE STANDARD	Staff and Resources
	If more than one Healthcare Standard applies please list below:
EQUALITY IMPACT ASSESSMENT COMPLETED	Choose an item.
LEGAL IMPLICATIONS / IMPACT	Yes (Include further detail below)
	Please see Business Case at Appendix 1.
FINANCIAL IMPLICATIONS / IMPACT	Yes (Include further detail below)
	Please see Business Case at Appendix 1.

4. RECOMMENDATION

4.1 The Charitable Funds Committee are asked to **APPROVE** funding for £166,410 for the period of 12 months.

APPENDIX 1

BUSINESS CASE FOR SUBMISSION TO THE CHARITABLE FUNDS COMMITTEE

THIS BUSINESS CASE HAS TO BE COMPLETED FOR PROJECTS / GRANTS / BIDS WITH
EXPENDITURE OVER £5,000

(For Support please contact Barry Williams @ Barry.williams@wales.nhs.uk, or contact your
local finance team).

Or access the Trust intranet page for an example of best practice

[Velindre NHS Trust | Charitable Funds Policies](#)

SECTION 1

1. BUSINESS CASE TITLE
Radiotherapy Consultant and Advanced Practice for Prostate Cancer
2. PLEASE INDICATE THE STRATEGY LINK THAT ALIGNS WITH THIS BUSINESS CASE PROPOSAL
Patient / Donor Support
3. BUSINESS CASE PREPARED BY
Helen Payne
4. BUSINESS CASE SPONSORED BY
Nicola Williams, Executive Director of Nursing, Allied Health Professionals & Clinical Scientists
5. VCC SLT/WBS SMT SPONSOR (RESPONSIBLE OFFICER)
Ensure VCC SLT/WBS SMT approval is sought before submitting to the Charitable Funds Committee
VCC SLT
6. UNIQUE BUSINESS CASE REFERENCE NUMBER
(Request from Corporate Finance/ HQ, contact Carol Tahir or Chris McCarthy)
2024-02
7. BUSINESS CASE TOTAL EXPENDITURE
£166,410
8. TERM OF PROPOSAL (MAXIMUM 3 YEARS)



12 months

9. FUND NAME & NUMBER

Access the Trust intranet page for details [Velindre NHS Trust | Charitable Funds Policies](#)

Urology 6317/ 6000 – Will require support from the General Purpose fund to fully support request.

10. FUND BALANCE & CURRENT COMMITMENTS

(Corporate Finance/ HQ will complete this section)

Fund	Actual Balance as at 31/07/2023 £000	Opening Balance 01/04/2023	Forecasted Income 2023/2024 £000	Current Commitments 2023/2024 £000	Forecasted Balance 31/03/2024 £000
6307 Urology	152,756	152,186	1,000	-28,960	124,796

11. FUND HOLDER APPROVAL

Please confirm that the fund holder has supported this funding request prior to it being submitted to the CFC.

Access the Trust intranet page for fund holder details [Velindre NHS Trust | Charitable Funds Policies](#)

Yes

12. IS THIS A REQUEST FOR CONTINUATION OF FUNDING BEYOND THE ORIGINAL TERM OR IS THIS A NEW PROPOSAL

New Proposal

13. IF THIS A REQUEST FOR CONTINUATION OF FUNDING BEYOND THE ORIGINAL TERM, PLEASE OUTLINE THE REASONS WHY A FURTHER FUNDING REQUEST IS BEING SUBMITTED AND WHY THE EXIT STRATEGY IN THE ORIGINAL BUSINESS CASE HAS NOT BEEN IMPLEMENTED.

SECTION 2 – DESCRIPTION AND PURPOSE

14. BRIEF DESCRIPTION OF THE BUSINESS CASE PROPOSAL

Try to limit to 500 words

The business proposal is to support the development of Radiotherapy Consultant Practice and Advanced Practice for patients requiring radiotherapy treatment for prostate cancer.

In alignment with value-based care principles, the support to develop these roles is key to achieving value for our patients. In particular these roles are being developed in readiness for the expansion of the radiotherapy service into the radiotherapy satellite unit at Neville Hall Hospital in 2024.

It is recognized that radiotherapy services need to change, developing the workforce to meet the challenges facing oncology services. This can be achieved through the development of Consultant and Advanced practice Radiographers, who are highly trained experts in the planning, treatment and



support of specific types of cancer, in this instance – prostate cancer. Low to intermediate risk prostate patients may see a consultant practitioner instead of a clinical oncologist before and during their course of radiotherapy

The development of these new roles have support from the Urology SST and this team will provide clinical supervision and mentoring as appropriate while these roles are embedded into the team while being professional responsible to Radiotherapy Services Manager.

The Consultant Practitioner and advanced practitioner posts are in alignment with the workforce plan and are integral to the future way of working.

These roles will expand the cohort of Consultant and Advanced Practitioners in radiotherapy, providing an innovative, integrated and prudent service.

The urology referral rate has increased and these roles will look to support the wider Urology SST with job plans which will include patient consent, non-medical outlining, plan referral, plan authorisation, non-medical prescribing, on-treatment review and follow-up aspects of the patient pathway.

In alignment with the Pillars of advanced and consultant practice these roles will in addition to advanced clinical practice, support Management and leadership, education and research

15. LIST OF OPTIONS AND PREFERRED OPTION?

Include details of other funding options you have considered / engaged with and the outcome

Other options for funding include:

Deferring development of the roles until 2024 when the Radiotherapy Satellite Unit funding is available. This option would not be preferred as this would not support early adoption of non-medical/ medical light radiotherapy pathway for prostate patients

16. WHY IS THIS CONSIDERED TO BE CHARITABLE FUNDING?

The proposal must align with the Charity Vision, Mission, Aims and Objectives and the Charity Strategy / Annual Delivery Plan which can be found on the Trust intranet page [Velindre NHS Trust | Charitable Funds Policies](#)

The proposal has been developed in collaboration with the benefactor
The proposal is supports the provision of world class research led treatment, care and support for patients. The proposal supports improved access to radiotherapy and supporting and promoting efficient and effective pathways thus alleviating pressures on staff resources. Ensuring that patients have access to the best possible treatments, care and support through the development of services and staff training

SECTION 3 – IMPACT ASSESSMENT

17. PROVIDE DETAILS OF THE PROJECT OBJECTIVES AND THE TOOL(S) YOU WILL BE USING TO MEASURE THE SUCCESS OF EACH BY COMPLETING THE TABLE BELOW

As part of the evaluation process you will be required to submit an annual progress report clearly stating if the project has delivered against these objectives and how this was achieved.

Business Case Objectives	Tools Used to Measure Success *
1. Recruitment to posts	Successful recruitment to: Consultant Practitioner Advanced Practitioner Medical records
2. Development and implementation of Job plans	Job plan developed for Consultant practitioner Advanced practitioner
3. Development of Radiographer led radiotherapy request (Practitioner under IR(ME)R)	Consultant Radiographer achieves practitioner status and recorded on IR(ME)R matrix with entitlement to justify radiotherapy exposures- supporting efficiency developments within the radiotherapy pathway Development of non-medical prescribing for advanced practitioner

*Consider patient feedback and quantifiable information that can easily measure success e.g. improved patient outcome, increase in number of patients treated, reduction in waiting list, reduced waiting times

18. WHAT DIFFERENCE WILL THIS PROPOSAL MAKE? Consider impact/ benefit on all stakeholders including patients, staff, the service and the wider community.	
Therapeutic radiographers play a vital and changing role in the delivery of radiotherapy services treating patients with cancer. Advanced Practitioners and Consultant Practitioners in radiotherapy have developed advanced clinical skills and specialisms, enhancing the ability of the profession to offer a greater depth of cancer services and ease pressure elsewhere in the system. Consultant radiographers are highly trained experts in treating specific types of cancer with radiotherapy. They specialize in planning and delivering radiotherapy and providing support and are vital in the delivery of value based healthcare, and leads to more flexibility in the delivery of healthcare and the response to patient needs The development of these roles will also be integral in promoting staff development and staff support, with these roles complementing the current positions within the Urology SST and providing cross cover and peer review within a defined scope of practice	
19. IN NO MORE THAN 100 WORDS EXPLAIN TO STAKEHOLDERS AND DONORS HOW YOU WILL USE THEIR MONEY TO MAKE A DIFFERENCE **The development of advanced and consultant practitioner for prostate posts at Velindre Cancer Centre** Consider as if you were undertaking a... - stakeholder briefing - Press release - Social Media Post	

<p>Cancer incidence is on the increase, the development of advanced and consultant practitioner for prostate posts at Velindre Cancer Centre will enhance the radiotherapy prostate service for the patients of South East Wales</p> <p>The provision of Radiotherapy care closer to home with the Radiotherapy satellite unit at Neville Hall hospital, the service will continue to develop to meet patient needs, with greater access to radiotherapy and enhanced radiotherapy support</p> <p>Provision of efficient and equitable care is at the heart of the development and will support Velindre Cancer Centre's bid to deliver world class radiotherapy service</p>
<p>20. ARE THERE ANY LEGAL AND / OR ETHICAL IMPLICATIONS THAT NEED TO BE CONSIDERED? IF YES HOW WILL THEY BE MANAGED e.g. Intellectual Property Rights, Confidentiality Agreements, Contractual Arrangements</p>
<p>No</p>
<p>21. RISK ASSESSMENT Please Indicate how the project will manage both strategic and operational risks identified as part of the risk assessment. In particular, you should make reference to risks which initiate the need for change, those which need to be managed in implementing the project and the risks identified with not proceeding with the project.</p>
<p>Strategic and operational risks will be managed in alignment with departmental and directorate risks Operational risk to capacity will be reviewed on implementation of these roles and monitored through monthly performance management metrics (time to delineation) Roles have been developed in collaboration with the Urology SST Frequent staff surveys will be undertaken to assess and review the service development Frequent patient experience surveys will be undertaken to assess and review the service development Development of the roles are in accordance with the IMTP, the development of enhanced, advanced and consultant practice framework and workforce and capacity planning</p>
<p>22. LEGISLATIVE / REGULATORY COMPLIANCE Provide evidence that the proposed project meets the relevant requirements/standards including Health and Safety, GDPR, Equality & Diversity, Data Protection Legislation etc. Also consider the Clinical Governance requirements, National Service Frameworks, NICE Regulations, Healthcare Standards, Commission for health improvement requirements and the Strategic and Financial Framework.</p>
<p>Development of Consultant and advance practice radiographer roles will be in compliance with IR(ME)R legislation</p> <p>Duty of Quality</p>



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Efficient and equitable healthcare

Clinical governance- scope of practice to be held in Radiotherapy QMS (BSI ISO 9001:2015)

SECTION 4 – RESEARCH, DEVELOPMENT AND INNOVATION (RD&I) SUB-COMMITTEE

23. DOES THIS PROPOSAL INCLUDE RD&I ACTIVITY?

No

24. IF YES, PLEASE PROVIDE EVIDENCE THAT THIS PROJECT HAS BEEN ENDORSED BY THE RD&I SUB-COMMITTEE. INCLUDE THE DATE OF THE SUB-COMMITTEE WHERE IT WAS CONSIDERED.

25. IF THIS PROPOSAL HAS BEEN ENDORSED BY THE RD&I SUB-COMMITTEE SUBJECT TO CERTAIN PROVISIONS, PROVIDE DETAILS ON HOW THIS HAS BEEN ADDRESSED

SECTION 5 – FUNDING REQUIREMENTS

26. FUNDING REQUIREMENTS

Provide here an indication of the anticipated costs for the whole project. This should include a breakdown of Capital and / or Revenue costs. Within the revenue cost you should indicate Staff costs, Non-staff cost and Equipment.



Description	Staff Expenditure	Non Staff Expenditure	Capital Expenditure	Total Expenditure
Band 8b Consultant Practitioner	£ 87,723.00			£ 87,723.00
Band 7 Advanced Practitioner	£ 63,709.00			£ 63,709.00
Band 4 Medical Records (0.4wte)	£ 12,978.00			£ 12,978.00
Non Staff Costs				
Digital (eg. Computer Hardware, lapt	£ 2,000.00			£ 2,000.00
Office Equipment				
Training				
Other Non Staff Costs				
	£ 166,410.00	£ -	£ -	£ 166,410.00

27. PROPOSED FUNDING CASHFLOW

Indicate here the length of the project and the expenditure expected during the financial period.
Example - Year 1 Expenditure Total 2021/22 (April 2021-March 2022). Please note that funding cannot be requested for more than a 3 year period.

The Total Funding Cash Flow should match the Total Funding Requirements indicated on the table above

Consultant Practitioner	£ 43,861.50	£ 43,861.50		£ 87,723.00
Advanced Practitioner	£ 31,854.50	£ 31,854.50		£ 63,709.00
Medical Records	£ 6,489.00	£ 6,489.00		£ 12,978.00
Non Staff	£ 2,000.00			£ 2,000.00
	£ 84,205.00	£ 82,205.00	£ -	£ 166,410.00

SECTION 6 – EXIT STRATEGY

28. TIMESCALE / PROJECT MILESTONES

Indicate here the length of this project – **This must include a start date and end date.** (Please indicate if there is likely to be any lead time which may delay the start date).

If a project has not commenced within six months you will be requested to provide a progress update to the Charitable Funds Committee who will consider whether funding will continue depending on the explanation provided.

Start date	Sept 2023 – recruitment Oct – Dec 2023 onboarding/ commencement of portfolio submission for IR(ME)R practitioner Baseline performance, patient experience and staff surveys undertaken November 2023 IR(ME)R practitioner entitlement December 2023 commencement of NMP course for Advanced practice March 2024 review of performance, Patient experience and staff surveys June 2024 review of performance, Patient experience and staff surveys
End Date	Sept 2024 development of referral pathways to Radiotherapy satellite unit

29. ACTION PLAN / EXIT STRATEGY

Include the plans and actions required to mitigate any risks once the term of the Charitable funding ends. Please indicate the anticipated funding routes i.e. will funding cease, will the proposal self-fund if successful, will the financial impact revert to Trust revenue accounts or will other funding sources be secured / considered?

IT IS ESSENTIAL THAT YOU CONSIDER THE POTENTIAL LONG TERM COST IMPLICATIONS, FUNDING BEYOND THIS REQUEST IS NOT GUARANTEED FROM THE CHARITY.
For Example - Will there be any staff cost implication relating from redundancy.

On conclusion of the term of the charitable funds the posts will transfer to the Radiotherapy satellite workforce establishment (2024), reverting to planned Trust revenue

30. HOW WILL YOU DEMONSTRATE TO STAKEHOLDERS AND DONORS THE IMPACT THAT THIS PROPOSAL WILL HAVE ON PATIENTS / STAFF/ SERVICE OR WIDER COMMUNITY?

Patient experience questionnaires will be collated during the implementation of the consultant and advance practice roles and presented in the radiotherapy department
 Staff feedback will be collated via CIVICA
 Performance reporting against Welsh government time to radiotherapy metrics will be reviewed and reported on



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31. FOLLOWING APPROVAL BY VCC SLT/WBS SMT AND CHARITABLE FUNDS OMG THE BUSINESS CASE WILL NEED TO BE PRESENTED TO THE CHARITABLE FUNDS COMMITTEE. PLEASE STATE BELOW WHO WILL PRESENT THIS BUSINESS CASE

PLEASE NOTE:

As part of the evaluation process you will be required to submit an annual progress report clearly stating how the project is performing against key targets such as delivery of results and actual spend against plan. A copy of the Annual Evaluation template can be found on the Trust intranet page [Velindre NHS Trust | Charitable Funds Policies](#)

Accurate completion of these annual evaluations is key in ensuring that the project will continue to be supported by the charity.

APPROVED BUSINESS CASES – ANNUAL EVALUATION REPORT

1. BUSINESS CASE TITLE	2. BUSINESS CASE REFERENCE NUMBER
Improving the effectiveness of research, Development & Innovation through enhanced clinical leadership	2021-04
3. BUSINESS CASE PREPARED BY	4. BUSINESS CASE SPONSORED BY
Sarah Townsend, Head of R&D, Velindre University NHS Trust Christopher Cotterill-Jones, Research Delivery Manager	Jacinta Abraham, Executive Medical Director
5. DATE APPROVED BY CFC	6. DATE APPROVED BY RD&I SUB-COMMITTEE
11/02/2021	27/01/2021
7. BRIEF SUMMARY OF THE BUSINESS CASE	
<p>This business case was seeking funding support from the monies ring-fenced in the charity that are associated with the FAKTION trial for RD&I.</p> <p>Velindre University NHS Trust's research origins began in earnest in the 1990s supporting just one or two oncologists with a particular interest in research. Since then, Velindre has become a driving force for cancer research in Wales and now participates in, and leads, a wide variety of research trials and projects, including widening to other parts of the Trust. However, this is not the end of the story, and the pace of change is quickening yet further as factors such as medical genetics, artificial intelligence, big data and emerging therapies all combine to create new challenges and opportunities. The new Velindre Cancer Centre and associated models of working also presents an opportunity, as does the increasing need to drive partnership working across organisations, including Universities, other NHS bodies and medical research charities.</p> <p>This proposal requested funding to pump prime an initiative to strengthen clinical leadership in the operation of Velindre's research, development and innovation programmes in order that we could step up and robustly meet this challenge. We saw this is an important step forward towards Velindre enhancing its capabilities as a leading research centre, attracting the best staff and delivering research participation opportunities for our patients in Wales.</p> <p>The initiative was to fund two individuals:</p> <p>Firstly, a significant proportion (1 full day per week) of a senior leading research-active consultant, into a newly created role of Assistant Medical Director: Research, Development & Innovation. They would have a demanding remit to:</p> <ul style="list-style-type: none"> assist the Executive Medical Director in providing leadership and support in establishing a sustainable VUNHST strategy for research, development and innovation. work in collaboration with the RD&I Leadership team to ensure the delivery of research, development and innovation activity within the research governance framework and within the Trust's strategy and delivery plan for RD&I. 	

- work in collaboration with the RD&I Leadership team to shape and maximise the output of financial plans including representation at the Trust Charitable Funds Committee
- promote research, development, and innovation across all professional groups and in doing so create a thriving research culture and environment
- ensure the further development of effective partnerships with local and national academic institutions, commercial organisations, and research active third sector.
- deputise at national committees e.g., Monthly R&D Directors group
- contribute to the Trust's RD&I Sub-Committee.

This role would be a permanent addition to Velindre's RD&I leadership, with one individual being appointed to the role for a 3-year term starting 1st September 2020. The initial term was proposed to be pump-primed by charitable funding, following which we believe we would have unlocked the necessary additional funding opportunities from our growth to negate the need for continued funding.

Secondly, a Personal Assistant (RD&I) role was proposed from mid-2021 to support the Assistant Medical Director specifically in their RD&I role and, in addition, to directly support the other consultants that have recently had dedicated leadership sessions agreed for RD&I. These are

- Clinical Director (RD&I) – 1 session
- Clinical Lead (Proton Beam Therapy) – 1 session
- Clinical Lead (Radiotherapy Research) – 1 session

By appointing to this role, the consultants themselves would be able to dedicate more high value time to their core RD&I duties. The role would take on a wide range of duties such as ensuring that meetings are arranged, papers are prepared, actions are taken, queries are resolved, etc.

8. PROJECT TERM – e.g., one year

1 Year

9. PLEASE INDICATE THE STAGE OF THE PROJECT THIS EVALUATION RELATES TO: (please tick)

Year 1	
Year 2	
Year 3	
End of project evaluation	✓

10. EXPENDITURE:

a) What was the value of the funding request? £53,000

b) Is expenditure on target? If no, explain why?

2021/22 £17,684.

2022/23 £16,993.

See section 11, below for an explanation of why expenditure was not to target.

11. WILL THE PROJECT BE DELIVERED WITHIN THE AGREED TIME FRAME? IF NOT, FULLY LIST THE REASONS FOR THE DELAY AND WHAT ACTION YOU ARE TAKING TO RECTIFY/ PUT THE PROPOSAL BACK ON TRACK?

On 24 March 2021 the RD&I Finance Manager confirmed to the CFC administration finance team that the timings of the funding would need to be amended.

The original business case year 1 was stated as being September 2020 – August 2021. However, there was slippage in the timelines due to unforeseen circumstances and year 1 was re-aligned with April 2021 – March 2022.

The PA role started in May 2021 and will therefore be in post for the majority of this re-aligned Year 1, with the cost being for 11 months. As the CFC approved both posts for 1 year, then this is in keeping with what was approved. There were no costs drawn from charitable funds for this PA post in FY2020/21. Funding of £27K for PA was drawn down from CFC in FY2021/22. This role is now subsequently funded from the RD&I divisional budget.

RD&I drew down CFC funds to the amount of £13K for the newly created role of Associate Medical Director – RD&I, up to mid FY2021/2022 when the incumbent left the role. The Associate Medical Director – RD&I has not been replaced to date.

However, it is expected that a new Associate Medical Director – RD&I will begin during FY2023/24, at which point the RD&I Division wished to draw down the remainder of the CFC funding associated with the post. Once the remaining CFC funding has been used, the Associate Medical Director – RD&I will be funded from the RD&I Divisional budget.

12. FULLY EVALUATE THE PROJECT BY COMPLETING THE TABLE BELOW. CONFIRM IF THE PROJECT IS DELIVERING/DELIVERED AGAINST ITS ORIGINAL OBJECTIVES AND HOW THIS IS BEING/HAS BEEN ACHIEVED. STATE THE AREAS WHERE YOUR PROJECT IS MAKING/HAS MADE A DIFFERENCE USING RELEVANT MEASURING TOOLS.

Professor Mererid Evans was in the post of Associate Medical Director – RD&I, until mid FY2021/22. During this time the

Original Business Case Objective	Achieved (Y/N)*	Explain how Achieved
Assist the Executive Medical Director in providing leadership and support in establishing a sustainable VUNHST strategy for research, development and innovation.	Y	Prof. Evans established and led a Task & Finish Group that brought together many different stakeholders that sought to develop a cancer research strategy for VUNHST. This resulted in the Trust approving the 10-year strategy “Overarching Cancer Research and Development Ambitions 2021-31” in early 2021.
Work in collaboration with the RD&I Leadership team to ensure the delivery of research, development and innovation activity within the research governance framework and within the Trust’s strategy and delivery plan for RD&I.	Y	Prof Evans, as member of the RD&I Senior Core Team and Strategic Leadership Group has contributed to driving forward the delivery of research, development and innovation activities within various frameworks, strategies and plans, providing valuable insight and suggestions in future plans and any mitigation strategies that may have been required.
Work in collaboration with the RD&I Leadership team to shape and maximise the output of financial plans including representation at the Trust Charitable Funds Committee.	Y	Prof. Evans, again as part of the RD&I Senior Core Team and Strategic Leadership Group has contributed to the review of the use of the previous 3-year CF funding for RD&I and the subsequent initiation, development, formulation and preparation of the 3-year Integrated Bid for RD&I, that was ultimately submitted to the CFC Committee in 2023.
Promote research, development and innovation across all professional groups and in doing		Prof. Evans has been a key leader and contributor to the strategic development of the tri-partite agreement between the Trust, Cardiff & Vale University Health Board and Cardiff University to

so create a thriving research culture and environment.		establish the Cardiff Cancer Research Hub that will allow South-East Wales cancer patients to take part in research of novel and advanced therapy cancer treatments, that are not possible to deliver within Velindre Cancer Centre.
Ensure the further development of effective partnerships with local and national academic institutions, commercial organisations, and research active third sector.		Prof. Evans in the role of Associate Medical Director for RD&I has been a key contributor to the development and building of collaborative relationships with key stakeholders in translational research.

The PA role supported the Associate Medical Director – RD&I and other members of the RD&I Senior Core Team with diary management. The role also supported the set-up, attendance, preparation and distribution of meeting papers and minute taking of key cancer research strategy meetings under the direction of the Associated Medical Director – RD&I and Cancer Research Strategy Lead.

13. EXPLAIN WHERE THE PROPOSAL IS/DID NOT ACHIEVE AND WHY AND WHAT YOU WOULD DO DIFFERENTLY.

Not applicable.

14. IN NO MORE THAN 100 WORDS EXPLAIN TO DONORS HOW YOU HAVE USED THEIR MONEY TO MAKE A DIFFERENCE?

The CFC funds awarded to supporting these posts has allowed the Trust to set their strategic ambitions and direction for 10-years since 2021. These ambitions have been co-produced with many interested stakeholders and patient representation. It is intended that the Trust's direction for cancer research shall provide cancer patients in the South-East Wales region with greater equity of access to, and opportunity to take part, in cancer research studies of new, novel and advanced therapy providing potentially life-saving treatments for current and future cancer patients

15. FEEDBACK? HOW HAS THE INTENDED USER COMMUNICATED THE DIFFERENCE THAT YOUR PROJECT HAS MADE?

The CFC funding pump-primed the establishment of the Associate Medical Director – RD&I post that initially drove forward the development of the Trust's 10-year ambitions and strategy for research.

It is hoped that the continuation of the post with a new Associate Medical Director – RD&I in 2023/24 will support the implementation of the Trust's ambitions and strategic direction with the establishment of the Cardiff Cancer Research Hub and allow cancer patients greater access to research studies. Under the umbrella of the Cardiff Cancer Research Hub, there is one research study open to recruitment (opened March 2023) and another four studies in the differing stages of being set-up.

The outcome of the ongoing work that the CFC funding supported is reported at various stages back to various stakeholders through a variety of routes including:

- Trust Board & Committee meetings.
- Stakeholder conferences and events.
- RD&I Integrated Performance Report and other reports to variety of stakeholders.

16. PROVIDE DETAILS OF LESSONS LEARNT

None specifically identified.

PLEASE NOTE: PUBLIC DOMAIN NOTICE

As part of the Trusts commitment to publicising committee papers on the internet, this report will be available to the public. The Charitable Funds Committee will assume unless explicitly stated here that the contents of this report have been agreed by all those involved and that it is ready for publication in the public domain.

APPROVED BUSINESS CASES – ANNUAL EVALUATION REPORT

1. BUSINESS CASE TITLE	2. BUSINESS CASE REFERENCE NUMBER
Professor in Nursing & Interdisciplinary Cancer Care & Clinical Research Fellow	2019-63
3. BUSINESS CASE PREPARED BY	4. BUSINESS CASE SPONSORED BY
Nicola Williams	Nicola Williams
5. DATE APPROVED BY CFC	6. DATE APPROVED BY RD&I SUB-COMMITTEE
March 2020	<i>If RD&I Sub-Committee approval was not required please state "not applicable" in this section</i>
7. BRIEF SUMMARY OF THE BUSINESS CASE	
<p>Funding for the establishment of a three-year joint partnership with Cardiff University to have a Velindre Professor of Nursing and Interdisciplinary Cancer Care and, 0.8WTE Velindre Research Fellow. Fifty percent of the Professor's time (funded by Cardiff University), and 100% of the Research Fellow's time (funded by Velindre Charity) was to be dedicated to work with colleagues from across Velindre University NHS Trust, strongly contributing to the development and delivery of the Trust's Research, Development and Innovation (RDI) strategy.</p> <p>If the Trust was to adequately fulfill its University Status and optimise opportunities for Velindre University NHS Trust to be a system leader across NHS Wales and the UK in research, considerable strengthening was required in respect of Nursing, Allied Health Professional & Health Science Research. Although, there had been increased multi-disciplinary research activity there remained a significant way to go to engender a culture where research is part of every clinician's role and for the Trust to be seen as a system leader in supportive care, nursing, AHP and Health / Clinical Scientist research.</p> <p>The remit of the roles was to incorporate:</p> <ul style="list-style-type: none"> • establishing a Welsh hub recognized nationally and internationally for research and innovation in nursing and interdisciplinary cancer care; • complementing the existing high reputation VUNHST portfolio of Phase I-III cancer trials and radiotherapy research; • promoting evidence-based education and practice in nursing and allied health professional cancer care; 	

<ul style="list-style-type: none"> evaluating the impact of the cancer nurse and allied health professional research and innovation initiative on health outcomes and health care of people affected by cancer and disseminate within Wales and beyond. 		
8. PROJECT TERM – e.g. one year		
3 Years		
9. PLEASE INDICATE THE STAGE OF THE PROJECT THIS EVALUATION RELATES TO: (please tick)		
Year 1		
Year 2	✓	
Year 3		
End of project evaluation		
10. EXPENDITURE:		
a) What was the value of the funding request? £175,428		
b) Is expenditure on target? If no, explain why?		
2021/22 £29,957 2022/23 £56,261		
The budget is underspent because a more junior researcher than planned was recruited and later than the planned project start date. The researcher came into post on 1 st October 2021 for a two-year period.		
11. WILL THE PROJECT BE DELIVERED WITHIN THE AGREED TIME FRAME? IF NOT, FULLY LIST THE REASONS FOR THE DELAY AND WHAT ACTION YOU ARE TAKING TO RECTIFY/ PUT THE PROPOSAL BACK ON TRACK?		
<p>The delay to the project start-date was due to difficulty recruiting during the COVID pandemic.</p> <p>The SLA with the School of Health Sciences, Cardiff University ends on 30th June 2023. Extension of the Velindre Research Fellow role has been agreed to 30th September 2023 to allow for completion of project.</p>		
12. FULLY EVALUATE THE PROJECT BY COMPLETING THE TABLE BELOW. CONFIRM IF THE PROJECT IS DELIVERING/DELIVERED AGAINST ITS ORIGINAL OBJECTIVES AND HOW THIS IS BEING/HAS BEEN ACHIEVED. STATE THE AREAS WHERE YOUR PROJECT IS MAKING/HAS MADE A DIFFERENCE USING RELEVANT MEASURING TOOLS.		
Original Business Case Objective	Achieved (Y/N)*	Explain how Achieved
To establish a Welsh hub recognized nationally and internationally for research and innovation in nursing and interdisciplinary cancer care	In progress	The Velindre Charity funding has enabled dedicated time for benchmarking across the UK, review of literature, consultation with professors experienced in nurse and allied health professional capacity building, and intelligence gathering on models practiced in England. This has informed the nurses and therapies component of the Velindre Integrated Research Business case 2023-26. A Velindre Healthcare Cancer Research Fellowship

		Scheme is now in set-up with a plan in progress for the first-round award holders to commence their fellowships in October 2023. This will be a first for Wales. It will establish a community of nurse and therapies cancer care scholars and establish the critical mass of clinical academics needed for programmatic research supporting high quality and safe cancer care. If successful, it will be a trail blazer for nurse and therapies research capacity building across NHS Wales.
To conduct research that complements the existing high reputation VUNHST portfolio of Phase I-III cancer trials and radiotherapy research	Achieved	Please see attached document entitled ' Velindre Cancer Centre Nurse, Allied Health Professional and Radiographer Cancer Research and Innovation: Performance report July 2020 to April 2023
To promote evidence-based education and practice in nursing and allied health professional cancer care	Achieved	<p>Velindre nurses, allied health professionals, radiographers and pharmacists who wish to conduct research or service improvement projects have access to academics with research experience who can advise on project design, data collection and analysis methods, project planning, writing for publication and presenting at a conference. They are encouraged to join the Velindre Healthcare Cancer Research Group, which meets bimonthly and links with the Healthcare Cancer Research Group, Cardiff University. For example, staff can join Healthcare Cancer Research Group seminars.</p> <p>A series of staff education in research workshops has run. The themes have been systematic review with sessions led by Bernadette Coles, Velindre Librarian, and conference presentation, led by Lenira Semedo, Velindre Research Associate.</p> <p>Undergraduate education Undergraduate nurses on placement now spend time with the trials nurse team to gain insight into the role of a research nurse.</p> <p>Undergraduate therapeutic radiographers research programme established.</p>
To evaluate the impact of the cancer nurse and allied health professional research and innovation initiative on health outcomes and health care of people affected by cancer and disseminate within Wales and beyond.	Achieved	Examples of nurse and therapies led research by Velindre staff with product that has implications for the quality and safety of patient care are reported in the attached ' Velindre Cancer Centre Nurse, Allied Health Professional and Radiographer Cancer Research and Innovation: Performance report July 2020 to April 2023 '. They include publications, presentations, information for patients, and influence through representation on national and international committees.

A nurse and allied health professional research impact tool is in development at the University of Leeds. It will inform a tool to evaluate the impact of Velindre Healthcare Cancer Research going forward.

Objectives set out in the Velindre University NHS Trust (VUNHST)-Cardiff University (CU) Service Level Agreement (SLA)

SLA Objective	Target date	Progress	Comment
VUNHST			
To fund from the VUNHST Charity a Research Associate in Cancer Care for a three-year period	August 2020 to July 2023	Research Associate start date 1 st August 2021 Research Associate in post until 30 th September 2023	Recruitment proved challenging in the context of the COVID19 pandemic
To issue honorary contracts to the Velindre Professor of Nursing & Interdisciplinary Cancer Care and the Research Associate in Cancer Care	August 2020	Honorary contract for Professor Jane Hopkinson issued on 1 st September 2020 Honorary contract issued for Lenira Semedo, Research Associate, 1 st October 2021.	
To provide IT and other infrastructure for nurse and allied health professional research	August 2020	Outlook account, IT access, NHS laptop Feb 2021 and CANISC training Dec 2020 for Professor Jane Hopkinson. Velindre Healthcare Research Support Team established within the R&D department.	Many VUNHST staff were involved in enabling this to happen. Corporate team tenacity was essential.
To promote the roles of the Professor and Research Associate	Autumn 2020	Press release November 2020	VUNHST Comms Team very busy with COVID related activity precluding further marketing and development of web resources for the staff intranet. Comms support for the Velindre Healthcare Cancer Research Fellowship Scheme 2023, has been excellent.
CU			
To build nurse and allied health professional research capacity at the Velindre Cancer Centre	July 2023	Nurse, Allied Health Professional and Clinical Scientist Research Group established. Renamed the Velindre Healthcare Research Group. Velindre Professor of Nursing and Interdisciplinary Research worked with Velindre co applicants and the Velindre Research and Innovation Strategy Team have written a successful Integrated Research Business Case with £500,000 ring fenced for a	Regular meetings to review progress and plan, for example the 12 th October 2020 Celebration Event.

			<p>Velindre Healthcare Research Fellowship Scheme.</p> <p>30 research or innovation projects initiated with 13 now complete.</p>		
	<p>To gift time of a School of Healthcare Sciences Prof to work in partnership with Velindre on research capacity building for 2.5 days per week and to recruit and supervise a Research Associate in Cancer Care</p>	<p>July 2020 to June 2023</p>	<p>1st July 2020 Professor in role to represent Velindre Healthcare Research at Trust Committees, contribute to VUNHST research and innovation strategy, to offer consultancy to individual staff with project ideas, to facilitate/advise on/write funding applications, to have an overview of healthcare research and innovation across departments with engagement to aid on delivery of the VUNHST research and innovation strategy.</p> <p>Research Associate start date 1st October 2021. A role to help Velindre Cancer Centre nurse and therapies staff to progress research projects. Dr Lenira Semedo in post.</p>		
	<p>To contribute to development of the Velindre Research and Development strategy</p>	<p>Spring 2021</p>	<p>Velindre Professor of Nursing & Interdisciplinary Cancer Care, Velindre Futures Research Strategy task and finish group member, which is now the Velindre Futures R&I Strategy Group. Work plan for VUNHST Healthcare Research and Innovation in progress.</p> <p>Initial discussion with the Welsh Blood Service about enabling nurse research and innovation</p>	<p>Velindre Futures Research Strategy commits to building research capacity across staff groups.</p>	
	<p>To support the development of a programme of funded cancer care research</p>	<p>July 2023</p>	<p>Twenty-one research/innovation funding bid submissions with 14 successful (66% success rate).</p> <p>Dissemination of research funding opportunities for nurses and allied health professionals. Jane Darmanin has liaised with comms enabling circulation of information to nurse and therapies staff.</p> <p>Review of literature about nurse and allied health professional research capacity building internationally. Wales</p>		

			<p>Cancer Network has provided support by offering staff time with work feeding into the Feb 2022 report on clinical-academic careers in Wales.</p> <p>Draft model of research active teams and clinical academic roles presented to VUNHST Chair and CNO Wales with acknowledgment it could become a USP for NHS Wales.</p>		
	To foster enquiry across nurse and allied health professional staff groups	July 2023	<p>One-to-one meetings with nurses, therapists and clinical scientists to talk about how to get research active/lead a research project.</p> <p>Identification of nurses, radiographers, therapies team members, pharmacy team members, psychology team and cancer centre managers who wish to be research active and to lead their own research project.</p> <p>Submission encouraged of healthcare research, service improvement and innovation work for presentation at conferences, enabling engagement with peers passionate about care quality and improvement from across the UK at the same time as raising the profile of VUNHST. Eight posters, 21 oral, 6 invited presentations.</p> <p>Workshops delivered May 2023 on writing conference abstracts and presenting at a conference. See Velindre Cancer Centre Nurse, Allied Health Professional and Radiographer Cancer Research and Innovation: Performance report July 2020 to April 2023, Appendix 8.</p>	<p>One RCBC post-doctoral application submitted One NHS Research Time Award 2021 submitted One NHS Research Time Award developed 2022 but not submitted</p> <p>Ten staff members submitted bids to the VUNHST Small Grants Scheme in 2021/22.</p> <p>June 2023, >10 staff have expressed intention to submit to the Velindre Healthcare Cancer Research Fellowship Award Scheme</p>	
	To increase the number of cancer care research, innovation and improvement projects in progress	July 2023	<p>Baseline – one research project with a Velindre Principal Investigator and one staff member PhD research project in progress.</p> <p>July 2020 - two externally funded evaluation projects with a Velindre nurse Principal Investigator, the Memory Mate Project and</p>		

			the Lung Cancer Evaluation Project. Apr 2023 – seven externally funded projects with a nurse, allied health professional or radiographer lead.	
	To conduct research to support the quality agenda at the Velindre Cancer Centre	July 2023	<p>Rosie Roberts and Sophie Harding, SACT team, are developing a research strategy with alignment to the Velindre Futures Research Strategy and Service need.</p> <p>Examples of projects in progress,</p> <p>Lenira Semedo, Velindre Cancer Care Research Associate, working in partnership with Rosie Roberts, is leading a project about complex care. It is exploring the effect of SACT nurse training on their provision of patient education.</p> <p>Alison Edwards, Macmillan Lung Clinical Nurse Specialist, working in partnership with Rebecca Hapgoode and Welsh National Opera, is leading a research project to investigate the effect of a support programme for people receiving treatment for lung cancer.</p>	Work in progress to raise awareness of the potential for research to contribute to the quality agenda. For example, through the Professional Nurse Forum

***If an objective is not being/was not achieved, provide details in section 13 below**

13. EXPLAIN WHERE THE PROPOSAL IS/DID NOT ACHIEVE AND WHY AND WHAT YOU WOULD DO DIFFERENTLY.

The successes and challenges of the 2020-2023 model for support of nurse and therapies cancer research have been reviewed leading to the proposal of a Velindre Healthcare Cancer Research Fellowship Scheme with a small team of cancer research active academics in the School of Healthcare Sciences, Cardiff University, providing mentorship and support. The Cardiff University team will be available not only to the community of Velindre Fellowship award holders but also to support staff progressing research ideas outside the award scheme, for example, offering methodological and methods expertise to staff pursuing external grant funding. Growth in clinician-led research is anticipated through adoption of this revised model for enabling clinical academic careers.

14. IN NO MORE THAN 100 WORDS EXPLAIN TO DONORS HOW YOU HAVE USED THEIR MONEY TO MAKE A DIFFERENCE?

Nurses and therapists have been underserved by opportunity to lead research. They have yet to fulfil their potential contribution to the quality and safety of cancer care. Medical research is important, it

develops the life-saving treatments of the future. Nurse and therapies research is also important. It makes a difference to the quality and safety of the care that helps people to live well with cancer.

15. FEEDBACK? HOW HAS THE INTENDED USER COMMUNICATED THE DIFFERENCE THAT YOUR PROJECT HAS MADE?

Examples of staff feedback:

October 2021 'I really enjoyed the Velindre Healthcare Research meeting yesterday, I think we have some great ideas planned and real momentum now.'

October 2021 'Thanks Nicola, it was a fantastic event and amazing to see all the incredible work that has gone on across the trust. I will be sure to pass on the message of thanks to all involved.'

February 2022 'I have been accepted to be PI on a study pleased that the trial leads have accepted a professional other than a medic as PI. I will keep you posted, it has gone through first round of feasibility at Velindre.'

March 2022 'It is great to see the significant contribution you are all making here and I look forward to receiving it at our upcoming RDI committee.'

July 2022 'I just wanted to update you I was successful at the FRCR awards. I will be presenting the poster at the FRCR grand round on 28/07/22.'

March 2023 'I had initially sent through a poster presentation but HCRW asked us to speak! Thought we would bit the bullet and say yes!'

May 2023 'Please see below. Our paper has been accepted for publication 😊'

16. PROVIDE DETAILS OF LESSONS LEARNT

Top tips

Be **a**ccountable, Be **b**old, Be **c**aring, Be **d**ynamic

Horizon scan, seek advice, map the obstacles and search for ways to overcome them.

If you don't first succeed, try try again

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APPROVED BUSINESS CASES – ANNUAL EVALUATION REPORT

1. BUSINESS CASE TITLE	2. BUSINESS CASE REFERENCE NUMBER
Advanced Practitioner Physiotherapist in Oncology Gynaecological Pelvic Health	2019-59
3. BUSINESS CASE PREPARED BY	4. BUSINESS CASE SPONSORED BY
Alison Wyatt & Kate Baker	
5. DATE APPROVED BY CFC	6. DATE APPROVED BY RD&I SUB-COMMITTEE
13/12/2019	<i>If RD&I Sub-Committee approval was not required please state "not applicable" in this section</i>
7. BRIEF SUMMARY OF THE BUSINESS CASE	
<p><u>Reason for post:</u> The prevalence of pelvic floor dysfunction in survivors of gynaecological malignancies is high. There is an important role of physiotherapy in the management of pelvic dysfunction for women surviving or living with cancer as they can help address pain (pelvic, abdominal or other), fatigue, incontinence (urinary and/or faecal), constipation, urinary retention, sexual dysfunction (dyspareunia), lymphoedema, poor lifestyle (obesity, diet, smoking) and altered sleep.</p> <p>Successful funding for the implementation of a Band 7 Advanced Practitioner role was the first Advanced Practitioner role within the therapies department at VCC (Advanced Practitioner roles are recommended in the 2019 published 'Allied Health Professions Framework for Wales.' (Welsh Government)).</p> <p><u>Funding route:</u> – 3 years</p> <ul style="list-style-type: none"> • Friends of Velindre – Year 1 • Aphrodite fund – Year 1, 2 and 3 <p>Following the success of this innovative post, it has become business as usual within the Therapies budget.</p>	
8. PROJECT TERM – e.g. one year	
3 Years	
9. PLEASE INDICATE THE STAGE OF THE PROJECT THIS EVALUATION RELATES TO: (please tick)	
Year 1	
Year 2	
Year 3	
End of project evaluation	✓
10. EXPENDITURE:	

a) What was the value of the funding request? £102,698		
b) Is expenditure on target? If no, explain why?		
2020/21 £26,846.74 2021/22 £27,984.55 2022/23 £32,224.89		
11. WILL THE PROJECT BE DELIVERED WITHIN THE AGREED TIME FRAME? IF NOT, FULLY LIST THE REASONS FOR THE DELAY AND WHAT ACTION YOU ARE TAKING TO RECTIFY/ PUT THE PROPOSAL BACK ON TRACK?		
<i>e.g. delays in recruitment process</i> <ul style="list-style-type: none"> Recruited into post April 2020 Objectives achieved within 3 years – see below 3 year pilot project allowed for scoping of the role, laying initial foundations and has identified future ongoing developments. April 2023 – became business as usual within Therapies budget. 		
12. FULLY EVALUATE THE PROJECT BY COMPLETING THE TABLE BELOW. CONFIRM IF THE PROJECT IS DELIVERING/DELIVERED AGAINST ITS ORIGINAL OBJECTIVES AND HOW THIS IS BEING/HAS BEEN ACHIEVED. STATE THE AREAS WHERE YOUR PROJECT IS MAKING/HAS MADE A DIFFERENCE USING RELEVANT MEASURING TOOLS.		
Original Business Case Objective	Achieved (Y/N)*	Explain how Achieved
1.Improved patient outcomes (reduction in patient symptoms)	Y	ICIQ-FLUTS – bladder symptom questionnaire Validated questionnaire completed at symptom onset/referral to service and then every 3 months until discharge when final questionnaire is complete.
2.Improved patient quality of life	Y	Quality of life measure (FACT-G) Validated questionnaire considering physical, social, emotional and functional well being. Completed at symptom onset/referral to service and on discharge.
3.Improved patient satisfaction	Y	Patient satisfaction surveys – self devised with Clinical Audit team New patient/prehab clinic – survey completed post clinic Late effects clinic – survey completed on discharge from late effects service. Discharged from physiotherapy – survey completed.
4.To deliver Value Based Healthcare	N	More work is required to highlight value based healthcare – this needs to include cost-

needs analysis and work alongside the value-based healthcare team. This will be part of ongoing and future developments of the role.

392 patients referred/triaged from April 2020- end of March 2023

By type:

- 307 patients triaged at referral to VCC through physiotherapy led prehab clinic
- 59 patients referred through late effects clinic
- 26 patients referred through other routes i.e. Consultant, GP, RT Review

On average are on my caseload for approx. 8 months – although some for up to 15 months – highlights the complexity of patient group.

PREHAB

Radiotherapy Prehab clinic (started Feb 21) : 307 patients triaged through Gynae MDT clinic and inclusion criteria considered.

211 patients– completed prehab appt or received prehab information.

Received prehab information if therapist had no capacity to offer appointment or if patient had already started treatment.

All 211 patients offered follow up appointments post treatment.

Over 50% of those reviewed post RT c/o bladder and/or bowel and/or sexual issues – able to then provide support and management to these patients.

Explain where the project has been successful and if the original aims and objectives as outlined in the original Business Case are being/were achieved. Include details of how these are being/were achieved. This could include the following, although this is not an exhaustive list:

- *Improved services for patients – explain how this was measured i.e. reduction in delays evident from performance reports.*
- *More efficient patient pathway due to introduction of new equipment – i.e. patient experience surveys, performance reports.*
- *Improvements in ways of working i.e. new technology, Wi-Fi, Apps etc.*
- *Published Academic papers*
- *National guidance*
- *Partnership working*

Refer back to the anticipated benefits noted in the business case proposal.

Identify service improvements in respect of care, treatment, research activity etc.

Benefits to service user experience.

Achievement of charity objectives.

***If an objective is not being/was not achieved, provide details in section 13 below**

13. EXPLAIN WHERE THE PROPOSAL IS/DID NOT ACHIEVE AND WHY AND WHAT YOU WOULD DO DIFFERENTLY.

1. Covid-19 pandemic

The impact of covid-19 had a significant impact on the delivery of the gynae-oncology physiotherapy service. 2020-2021 was a particularly challenging year. Although it allowed time for development, ways of working had to change, often with very little notice. The role had to embrace virtual working with fewer face to face opportunities with patients. This

meant that communication with patients was more difficult and physical assessment was especially limited.

2. Delay in recruitment of Data Manager post

Following approval of the business case in 2020 there was agreement for monies for a Data Manager post to support the development of this role. Due to recruitment issues the post holder only started in January 2022, and unfortunately only remained in the post for 9 months. This post has since remained vacant due to ongoing recruitment issues. It is recognised that more time is needed to allow for improved data collection and service evaluation. This is imperative to reduce the time the clinician is spending doing data collection.

3. Deferred final year of MSc due to personal reasons

Not long in to the role 'Trainee' was added to the role title for governance reasons. It was agreed that once MSc in Advanced Practice was completed this could be removed. Due to personal reasons the final year of MSc was deferred.

4. Advanced Practice framework

The Advanced Practice framework (involved through workshops and consultation period) which clearly outlines the future direction of AP roles has only be published in recent months. Continuing to develop the AP skill set using this framework needs to now be a focus.

14. IN NO MORE THAN 100 WORDS EXPLAIN TO DONORS HOW YOU HAVE USED THEIR MONEY TO MAKE A DIFFERENCE?

Consider as if you were undertaking a...

- *stakeholder briefing*
- *Press release*
- *Social Media Post*

All gynaecological cancer patients in Velindre Cancer Centre now have access to a dedicated, first of its kind in Velindre Therapies, Trainee Advanced Practice Physiotherapist, offering prehabilitation and specialist rehabilitation from side effects of gynaecological cancer treatment. The service offers holistic, individualised physiotherapy input that previously patients had limited access to. The 3 years Charitable funding has allowed initial scoping and development of foundations and now with the ongoing role secured this will allow continued access to the service and opportunity for ongoing development of the role.

15. FEEDBACK? HOW HAS THE INTENDED USER COMMUNICATED THE DIFFERENCE THAT YOUR PROJECT HAS MADE?

Include here any feedback from staff, patients, and stakeholders.

Patient comments (collected via survey questionnaire):

'Alison was really good with me. Helped me understand the exercises I had been given.'

'Alison has a load of good knowledge and applies this to practice.'

'Although things are not perfect I am now in a much better position to manage my issue myself due to the excellent support & guidance I was given by my physio Alison.'
'I would like to say Thanks for everything you did for me.'
'You are a credit to your profession'
'For the first time in a long while she (mum) felt someone actually 'heard' her and took on board the difficulties she is facing'.
'I felt my own particular difficulties were listened to, understood and addressed. I have had other physiotherapy sessions both privately and via the NHS, and the Velindre sessions have been by far the most helpful & informative of them all. I am so very grateful.'

Deleted: ¶

Staff comments (collected via survey questionnaire):

'The team have learned about the role of the gynae physio and the service she offers patients - helps us advise'.
'Being able to signpost patients with specific issues to an expert in that area of practice helps to improves patient care'
'It would be nice to develop the service to a physio team to allow expansion of the service & offer to other groups of patients.'
'Thank you so much for speaking to 'Patient A' the other day – I've just had a long chat with her on the phone. She really appreciated your help & support & said how fantastic you were!'

16. PROVIDE DETAILS OF LESSONS LEARNT

Identify any lessons learnt and /or top tips that can be taken forward.

We are aware that succession planning is essential to ensure the service develops effectively and is sustainable. With this in mind, the need to build a team within therapies is imperative. We need to consider a band 6 role to sit under the band 7, to allow the band 7 to work at the top of their licence. This will in essence reduce the single point of failure problem that we currently face. It will enable joint working and essentially allow better team working.

The development of the Therapies data manager post was forward thinking however recruitment into this post has had a knock on effect with data collection.

The development of the Professional Framework for Enhanced, Advanced and Consultant Practice in Wales (2023) has been launched. This will be an invaluable framework to aid the direction of development for this post. We need to ensure we utilise this to develop a portfolio for the role.

Top tip – supervision and mentoring for this role is key. As it's a unique and first of its kind within Wales, the support is required to ensure sharing of ideas, knowledge, skills and experience. This also adds to achieving personal and professional success within the role.

Robust data collection systems need to be set up

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APPROVED BUSINESS CASES – ANNUAL EVALUATION REPORT

1. BUSINESS CASE TITLE	2. BUSINESS CASE REFERENCE NUMBER
Early Phase Trial: Medical Session for the Future	2022-02
3. BUSINESS CASE PREPARED BY	4. BUSINESS CASE SPONSORED BY
Rob Jones, Clinical Director for RD&I	Jacinta Abraham
5. DATE APPROVED BY CFC	6. DATE APPROVED BY RD&I SUB-COMMITTEE
06/05/2021	
7. BRIEF SUMMARY OF THE BUSINESS CASE	
<p>This business case seeks funding support from the monies held in the charity that are associated with the successful FAKTION trial.</p> <p>For several years, 6 medical sessions have been funded for Early Phase trials, spread across three consultants (3 sessions, 2 sessions and 1 session). We propose making a step-change in our senior medical capacity in this important and developing area by funding a new medical oncologist post that includes 4 sessions dedicated to this work. This will enhance the current Early Phase trials capabilities established at Velindre University NHS Trust over the last 9 years.</p>	
8. PROJECT TERM – e.g. one year	
3 Years	
9. PLEASE INDICATE THE STAGE OF THE PROJECT THIS EVALUATION RELATES TO: (please tick)	
Year 1	<input checked="" type="checkbox"/>
Year 2	<input type="checkbox"/>
Year 3	<input type="checkbox"/>
End of project evaluation	<input type="checkbox"/>
10. EXPENDITURE:	
a) What was the value of the funding request? £133,940	
b) Is expenditure on target? If no, explain why?	
2022/23 £35,011	
11. WILL THE PROJECT BE DELIVERED WITHIN THE AGREED TIME FRAME? IF NOT, FULLY LIST THE REASONS FOR THE DELAY AND WHAT ACTION YOU ARE TAKING TO RECTIFY/ PUT THE PROPOSAL BACK ON TRACK?	
N/a – no delays	

12. FULLY EVALUATE THE PROJECT BY COMPLETING THE TABLE BELOW. CONFIRM IF THE PROJECT IS DELIVERING/DELIVERED AGAINST ITS ORIGINAL OBJECTIVES AND HOW THIS IS BEING/HAS BEEN ACHIEVED. STATE THE AREAS WHERE YOUR PROJECT IS MAKING/HAS MADE A DIFFERENCE USING RELEVANT MEASURING TOOLS.

Original Business Case Objective	Achieved (Y/N)*	Explain how Achieved

This project has funded a new medical oncologist post that includes 4 sessions for Early Phase Trials. Within this time, the postholder has raised the organisation's profile and has recently secured a Senior Lecturer post at Cardiff University which means that the University pays for half her salary. As of May, these sessions have become available and planning has commenced to recruit a new postholder.

We include some of the research activity carried out by the postholder, Magda Meissner, and the Early Phase Team:

Grants

QuicDNA study (postholder is CI of this study):

- **Health and Care Research Wales. Research for Public and Patient Benefit (RfPPB) grant** (230K with additional ETC of £100k) awarded - '*Integration of Liquid Biopsy into Cancer Diagnostic pathway*' – (**QuicDNA study**) for Aneurin Bevan University Health Board
- **Moondance Cancer Initiative – Early diagnosis and detection grant** (£200k) awarded for expansion of the above study to Cardiff and Vale Health Board
- Additional industry funding in the form of collaborations or donations to transform the RfPPB pilot project into a 'real-world evidence' study across Wales:
 - Illumina – 1mln
 - Amgen – 200k + Project Manager (1 day a week)
 - Bayer – 100k
 - AstraZeneca – 75k + 75K(pending)
 - Lilly – 10K
- **The QuicDNA study launched in April 2023 and is currently recruiting patients at ABUHB.**

Sarcoma Clinical trial (pending commercial funding approval, once approved postholder will be one of the CIs)

- Lead the development of an international window of opportunity study using an MDM2 inhibitor for operable retroperitoneal liposarcoma.
- Network of collaborators:
 - UK: Cardiff, Birmingham, London
 - Prof Andrew Beggs (Professor in Surgery & Cancer Genetics, Birmingham),
 - Mr Anant Desai (Lead Consultant Sarcoma Surgeon, Birmingham),
 - Prof Robin Jones (Head of Sarcoma Unit, Royal Marsden Hospital, London)
 - Cardiff University – CTR – Prof Richard Adams, Angela Casbard, Chloe Austin
 - Italy: Fondazione IRCCS Istituto Nazionale dei Tumori, Milan, Italy
 - Dr Alessandro Gronchi - Chair Sarcoma Service, Dpt. of Surgery
 - Dr Roberta Giovanna Sanfilippo - Dept of medical oncology
 - Dr Sandro Pasquali – Sarcoma Service
- The trial proposal was presented and submitted to Boehringer Ingelheim company for drug supply and funding of the trial, awaiting decision July 2023

Articles and Reviews

- Jones RH, Casbard A, Carucci M, Butler R, Morgan S, **Meissner M**, Ingarfield-Herbert K, Bale C, Bezecny P, Joffe J, Moon S, Twelves Ch, Venkitaraman R, Waters S, de Bruin E, Schiavon G, Foxley A, and Howell SJ – '*Fulvestrant plus capivasertib versus placebo after relapse or progression on an aromatase inhibitor in metastatic, oestrogen receptor-positive breast cancer (FAKTION): Overall survival and updated progression free survival data with enhanced biomarker analysis.*' Oral presentation at ASCO conference and manuscript **published in the Lancet Oncology**, June 2022. [https://doi.org/10.1016/S1470-2045\(22\)00284-4](https://doi.org/10.1016/S1470-2045(22)00284-4)
- **Meissner M**, Jones RL - "Pharmacotherapeutic strategies for epithelioid sarcoma: are we any closer to a non-surgical cure?" submitted and accepted for publication to 'Expert Opinion on Pharmacotherapy'.
- Aboud K, **Meissner M**, Ocen J, Jones RH - Chapter 'Cytotoxic chemotherapy: clinical aspects', Medicine Oncology 2022

***If an objective is not being/was not achieved, provide details in section 13 below**

13. EXPLAIN WHERE THE PROPOSAL IS/DID NOT ACHIEVE AND WHY AND WHAT YOU WOULD DO DIFFERENTLY.

N/a

14. IN NO MORE THAN 100 WORDS EXPLAIN TO DONORS HOW YOU HAVE USED THEIR MONEY TO MAKE A DIFFERENCE?

The addition of this post has benefitted the patient and the service enabling the early phase activity led by the Trust to expand both locally and collaboratively with the establishment of the planned research hub at Cardiff & Vale UHB. This post has played a vital role along with the Trust's Cancer Research Clinical Director (Prof Rob Jones) in the development of the research hub that has brought together key components of the research infrastructure from the Trust, Cardiff & Vale UHB and Cardiff University to provide patients with access to more complex, cutting edge trials.

15. FEEDBACK? HOW HAS THE INTENDED USER COMMUNICATED THE DIFFERENCE THAT YOUR PROJECT HAS MADE?

For interest, please see the Clinical Trials Day article that Magda contributed to with a video explaining her role in Clinical Trials alongside a patient's perspective of their experience in a trial - https://nhswales365.sharepoint.com/sites/VEL_cc_intranet/SitePages/Patients-urged-to-ask-about-clinical-trials.aspx

16. PROVIDE DETAILS OF LESSONS LEARNT

These additional sessions provided extra capacity, adding to the critical mass of the research team and allowing progress in the development of the Cardiff Cancer Research Hub.

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APPROVED BUSINESS CASES – ANNUAL EVALUATION REPORT

1. BUSINESS CASE TITLE	2. BUSINESS CASE REFERENCE NUMBER
PEARL Clinical Trial: Extension of Consultant Clinical Lead Sessions	2022-10
3. BUSINESS CASE PREPARED BY	4. BUSINESS CASE SPONSORED BY
Dr Tom Rackley, Consultant Oncologist, Nicky Hughes, Medical Directorate Manager, Libby Crumpton, ARF Project Manager	Dr Jacinta Abraham, Medical Director
5. DATE APPROVED BY CFC	6. DATE APPROVED BY RD&I SUB-COMMITTEE
17/05/2022	7 th April 2022
7. BRIEF SUMMARY OF THE BUSINESS CASE	
<p>This business case is requesting a financial award to support the continuation of consultant clinical leadership in the PEARL study (x1 session a week), currently funded jointly by the ARF and Cancer Research Wales. Consultant leadership is essential as no clinical trial can proceed without Chief Investigator (CI) involvement. As CI, Dr Rackley has many responsibilities to ensure the ongoing success of the study so that recruitment can continue with appropriate supervision and result in meaning scientific results worthy of a high impact publication. Dr Rackley's role currently includes:</p> <ul style="list-style-type: none"> • Drive and encourage ongoing recruitment of patients to the study • Deliver the adaptive radiotherapy technique on recruited patients • Ensure protocols are adhered to so that patients are treated safely in the framework of the study • Facilitate trial expansion to other centers to improve patient recruitment. • Chair trial management group (TMG) meetings ensuring all stakeholders are working collaboratively together with the common goal of study success. • Ensure the study results are published in a high impact scientific journal. 	
8. PROJECT TERM – e.g. one year	
27 Months	
9. PLEASE INDICATE THE STAGE OF THE PROJECT THIS EVALUATION RELATES TO: (please tick)	
Year 1	<input checked="" type="checkbox"/>
Year 2	<input type="checkbox"/>
Year 3	<input type="checkbox"/>
End of project evaluation	<input type="checkbox"/>
10. EXPENDITURE:	

a) What was the value of the funding request? £16,760		
b) Is expenditure on target? If no, explain why?		
2022/23 £15,191 2023/24 £1,170 Expenditure for this project is on track.		
11. WILL THE PROJECT BE DELIVERED WITHIN THE AGREED TIME FRAME? IF NOT, FULLY LIST THE REASONS FOR THE DELAY AND WHAT ACTION YOU ARE TAKING TO RECTIFY/ PUT THE PROPOSAL BACK ON TRACK?		
<p>The PEARL trial has experienced delays which resulted in the need for an extension to the trial (agreed by joint funders Cancer Research Wales and the Advancing Radiotherapy Fund) and associated consultant leadership which this award supports:</p> <ul style="list-style-type: none"> - A lack of capacity in the radiotherapy department to support the study - COVID pandemic suspending then reducing patient recruitment - Lower recruitment at Guys and St Thomas has been lower than anticipated due to competition from PATHOS study - The Principal Investigator (PI) being on long term sick leave, which has resulted in considering other candidates for the role. - PET replacement program at PETIC has halted recruitment in VCC, Swansea and Bristol over summer months. <p>Due to the above issues a new patient recruitment target has been set by the trial Independent Data Monitoring Committee (IDMC)</p>		
12. FULLY EVALUATE THE PROJECT BY COMPLETING THE TABLE BELOW. CONFIRM IF THE PROJECT IS DELIVERING/DELIVERED AGAINST ITS ORIGINAL OBJECTIVES AND HOW THIS IS BEING/HAS BEEN ACHIEVED. STATE THE AREAS WHERE YOUR PROJECT IS MAKING/HAS MADE A DIFFERENCE USING RELEVANT MEASURING TOOLS.		
Original Business Case Objective	Achieved (Y/N)*	Explain how Achieved
Drive PEARL patient recruitment (to target 50 patients)	Ongoing	A new target has been set by the IDMC which will be a more realistic target but will still result in a significant result. Beatson PI is now back in work and recruitment there has already started.
Study is published in a high impact scientific journal	Ongoing	<p>The study can only be published once complete. However we were able to present at ESTRO in 2023 on the “dosimetric advantage of adaptive radiotherapy in the PEARL study”</p> <p>This objective is more likely to be achieved, on completion of the PEARL study.</p>
Maintain VCC's reputation as centre that can produce high quality radiotherapy research	Ongoing	Working with other centres in large scale trial, of which VCC is the sponsor site, raises the profile of the centre amongst healthcare and oncology-based colleagues. On completion of the trial, we plan to work with the communications team, to promote the work of the trial / team.

The PEARL study remains open and is actively recruiting patients across the four participating centres. There have been delays in recruitment in part due to COVID-19, research radiographer capacity / staff resource and competing for recruitment with the PATHOS trial (also head and neck based). C-19 meant recruitment to trials was suspended, then restrictions were placed on numbers when recruitment could reopen (this was applicable to all trials, not just PEARL).

Following the Trial Steering Committee (TSC) feedback, an interim analysis of the dosimetric advantage of PEARL has been performed showing a significant dose reduction to swallowing structures in the first 10 patients recruited to PEARL. This proves the hypothesis of the study is correct and patients treated within the study are likely to benefit with reduced long term side effects such as swallowing difficulties, which is hugely positive for this patient cohort.

Financial profiling has guaranteed recruitment can continue up to the end of 2023, supporting our recruitment target. The power of the study has been reviewed with a trial statistician to accommodate lower recruitment numbers than originally planned. Analysis and write-up will be required on completion of the trial. There is the opportunity for a sub-study analysis involving Radiomics and ATLAAS.

13. EXPLAIN WHERE THE PROPOSAL IS/DID NOT ACHIEVE AND WHY AND WHAT YOU WOULD DO DIFFERENTLY.

N/A

14. IN NO MORE THAN 100 WORDS EXPLAIN TO DONORS HOW YOU HAVE USED THEIR MONEY TO MAKE A DIFFERENCE?

PEARL is a pioneering clinical trial working to improve the treatment and survival rates of patients with head and neck cancer. Using the very latest technological advances, the trial combines modern radiotherapy with advanced medical imaging (PET scans), to pinpoint the exact site of live tumors and therefore enabling radiotherapy treatment to be targeted more effectively.

Research of this nature supports the centre's strategic aim to be an international leader in research, development, innovation and education, contributing to the health and wealth of Wales. Research and development is a strategic priority in Wales, with research active centres shown to provide an enhanced patient experience.

Velindre Cancer Strategy 2016-2026

15. FEEDBACK? HOW HAS THE INTENDED USER COMMUNICATED THE DIFFERENCE THAT YOUR PROJECT HAS MADE?

Recent attendance at ESTRO has been circulated through internal staff communication, with a Grand Round planned to disseminate further. One completion of the study and analysis, submission to publications and promotion of the work with the Trust communications team is planned.

16. PROVIDE DETAILS OF LESSONS LEARNT

Whilst no one could plan for a pandemic and the impact this could have on trial activity, it does shine a light on the need to contingency plans regarding finances, patient recruitment etc. Conversations around possible problems need to be covered more widely in the planning and proposal stages, with a multidisciplinary approach.

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