

**TCS Programme Scrutiny Committee**  
**Public Session**

**MINUTES OF THE MEETING HELD**

**16<sup>th</sup> May 2024 at 10.00 – 10.30**

**Meeting Room, Trust Headquarters, Nantgarw**  
**(via Teams)**

**Members Present:**

Stephen Harries (SH)	Vice Chair and Independent Member (Chair)
Professor Donna Mead (DM)	Trust Chair
Hilary Jones (HJ)	Independent Member
Gareth Jones (GJ)	Independent Member
Lindsay Foyster	Independent Member

**In attendance:**

Steve Ham (SHam)	Trust Chief Executive
Carl James (CJ)	Executive Director of Strategic Transformation, Planning & Digital
Matthew Bunce (MB)	Executive Director of Finance
Lauren Fear (LF)	Director of Corporate Governance and Chief of Staff
Nicola Williams (NW)	Executive Director of Nursing, AHP's & Medical Scientists
Dr Jacinta Abraham (JA)	Executive Medical Director
Rachel Hennessy	Interim Director, Velindre Cancer Centre
Mark Ash (MA)	Assistant Project Director, TCS
Andrea Hague	Director of Service Transformation
Carys Jones (CJones)	Senior Programme Delivery & Assurance Manager
Cory Davies (CD)	TCS Project and Programme Co-ordinator

**Apologies:**

Sarah Morley (SM)	Executive Director of OD & Workforce
Gavin Bryce (GB)	Associate Director of Programmes
David Powell (DP)	nVCC Project Director

1.0	STANDARD BUSINESS	ACTION
1.1	<p><b>Welcome &amp; Introductions</b></p> <p><i>Led by Stephen Harries, Vice Chair and Independent Member</i></p> <p>SH welcomed attendees to the meeting.</p>	
1.2	<p><b>Apologies for Absence</b></p> <p><i>Led by Stephen Harries, Vice Chair and Independent Member</i></p> <p>Apologies were noted as above.</p>	



1.3	<b>Declarations of Interest</b> <i>Led by Stephen Harries, Vice Chair and Independent Member</i>  No declarations of interest were received.	
1.4	<b>Minutes of the Sub-Committee Meeting held on 18<sup>th</sup> April 2024</b> <i>Led by Stephen Harries, Vice Chair and Independent Member</i>  The TCS Programme Scrutiny Sub-Committee <b>APPROVED</b> the minutes held on the 18 <sup>th</sup> April 2024 as an accurate record.	
1.5	<b>Action Log</b> <i>Led by Stephen Harries, Vice Chair and Independent Member</i>  Progress has been made in relation to all actions relating to the Programme Tranche Report this has been updated against each action within the action log. The TCS Programme Scrutiny Sub-Committee noted that there needs to be a consistent message across all actions relating to the Programme Tranche Report. It is suggested to keep the actions open until it is clearly identified which actions have been completed and what is still outstanding.  Action 153: It was agreed to close action 153.  The TCS Programme Scrutiny Sub-Committee <b>APPROVED</b> the Action Log.	
2.0	<b>PROJECT DELIVERY</b>	
2.1	<b>Programme Directors Report: Shaping the Next Stages: Verbal Update</b> <i>Led by Steve Ham, Trust Chief Executive</i>  It was noted that some elements of the Full Business Case remain to be completed, but that the majority have been approved to allow signature of the MIM agreement. The Trust is working with Welsh Government to get the Full Business Case completed by the summer.  The four workstreams as set out within the Management Case are being worked through currently i.e: <ul style="list-style-type: none"><li>• Design and Construction</li><li>• Digital</li><li>• Transition</li><li>• Engagement</li></ul>	



The Project Board which is chaired by Matt Bunce, Executive Director of Finance is held monthly, however this will be fortnightly in this initial transition phase. The Project Board are working through the issues for the next phase of the project, from June onwards the reporting cycle will be back in place.

The Independent Members raised concerns regarding it taking a few months to get back into the rhythm in regarding to the papers being brought to the TCS Programme Scrutiny Sub-Committee. There are so many elements to the TCS Programme, they are all important to the Trust and the wider Health Community.

Based on the current governance structure the TCS Programme Scrutiny Sub-Committee receive the papers (where possible) three working days prior to the Committee. Where possible, the papers will be published as soon as they are available to allow the Independent Members sufficient time to scrutinise and review papers.

It was queried why the Engagement and Finance agenda items were not included within the May TCS Programme Scrutiny.

One of the workstreams includes engagement, which is being reported to Project Board. Due to the new arrangements of the Project Board, it was confirmed the communication and engagement paper won't report to TCS Programme Scrutiny Sub-Committee in the same way going forward.

There is no Finance Report for this TCS Programme Scrutiny Sub-Committee as it is 'Month 1' and the report is not usually produced for April.

The full workstream reports have been approved at Project Board but the reporting from Project Board to TCS Programme Scrutiny Sub-Committee is yet to be finalised. It is intended that the TCS Programme Scrutiny Sub-Committee will refresh the governance around the reporting to the Sub-Committee. A meeting with the Board is being arranged to discuss arrangements and alignment.

It was confirmed the workstreams are consistent with the PWC review.

A discussion took place regarding discussions and matters raised at the Public Accounts and Public Administration Committee (PAPAC). Government Officials have been briefed by the Trust.



<b>3.0</b>	<b>ANY OTHER BUSINESS</b>	
	There were no additional items of business brought for discussion.	
<b>4.0</b>	<b>REVIEW OF THE MEETING</b>	
	There were no additional comments or questions.	
<b>5.0</b>	<b>DATE &amp; TIME OF NEXT MEETING</b>	
	The next meeting of the TCS Programme Scrutiny Sub-Committee will be held on Thursday 20 <sup>th</sup> June at 13.30 – 15.00.	
<b>6.0</b>	<b>CLOSE</b>	
	<p>The Committee was asked to adopt the following resolution:</p> <p>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).</p>	
<b>7.0</b>	<b>PART B SESSION</b>	
	<p>The following items will be discussed at the Private / Part B session of TCS Programme Scrutiny Sub-Committee:</p> <ul style="list-style-type: none"><li>• Project Initiation Document</li><li>• Whitchurch Land Transfer</li><li>• Contractual Matters</li><li>• Financial Close – Closure Report</li><li>• Closure of Procurement Phase</li></ul>	