

TCS Programme Scrutiny Committee
Public Session

MINUTES OF THE MEETING HELD
17th October 2024 at 15:00 – 16:30
Meeting Room, Trust Headquarters, Nantgarw
(via Teams)

Members Present:

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

In attendance:

Carl James (CJ)	Interim Trust Chief Executive
Lauren Fear (LF)	Interim Executive Director of Strategic Transformation, Planning & Digital
Nicola Williams (NW)	Executive Director of Nursing, AHP's & Medical Scientists
Anne Carey	Interim Chief Operating Officer
Martin Smith	Interim Senior Responsible Officer (SRO)
Matthew Bunce (MB)	Executive Director of Finance
Gavin Bryce (GB)	Associate Director of Programmes
Mark Ash (MA)	Assistant Project Director, TCS
Sarah Morley (SM)	Executive Director of OD & Workforce
Dr Jacinta Abraham (JA)	Executive Medical Director
Rachel Hennessy (RH)	Interim Director, Velindre Cancer Centre
Matthew Jenkins (MJ)	Welsh Government Representative
Jessica Corrigan (JC)	Secretariat / Business Support Officer
Nasim Ferydonnia (NF)	Secretariat / Business Support Officer

Apologies:

Non Gwilym (NG)	Acting Director of Corporate Governance
David Powell (DP)	nVCC Project Director
Andrea Hague (AH)	Director of Service Transformation
Carys Jones (CJones)	Senior Programme Delivery & Assurance Manager (part of the meeting)
Laureanne Cullen (LC)	Regional Director for Cardiff and Vale, Llais

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

<p>1.3</p>	<p>Declarations of Interest <i>Led by Stephen Harries, Chair and Independent Member</i></p> <p>No declarations of interest were received.</p>	
<p>1.4</p>	<p>Minutes of Previous Sub-Committee Meetings held on 25th September 2024 <i>Led by Stephen Harries, Chair and Independent Member</i></p> <p>It was confirmed the Programme Director and Interdependencies report is governed at Executive Management Board. Following the PWC (PricewaterhouseCoopers) Governance and Capability review it was agreed to remove Executive Management Board from the nVCC Governance. nVCC Project Board reports directly into Trust Board.. It was confirmed Velindre Futures and Whitchurch Land Disposal report into Executive Management Board.</p> <p>It was agreed to review the minutes to ensure they more fully captured the discussion of the nVCC Highlight report.</p> <p>The TCS Programme Scrutiny Sub-Committee APPROVED the minutes of the 25 September meeting subject to the queries and clarifications raised relating to the nVCC Highlight Report.</p>	
<p>1.5</p>	<p>Action Log <i>Led by Stephen Harries, Chair and Independent Member</i></p> <p>The following updates were provided on the action log during the TCS Programme Scrutiny Sub-Committee:</p> <p>Action 151: It was agreed to close action 151 as the Full Business Case and Enabling Works Full Business Case Addendum have been added to the risk register. As the risk has been added onto the risk register it was agreed to close this action.</p> <p>Action 156: An update to be provided outside of the meeting by Non Gwilym regarding this action as apologies were received for Non for today's meeting.</p> <p>Action 157: Action to remain open until November TCS Programme Scrutiny Sub-Committee to ensure the maturity of the new reporting approach has been addressed.</p> <p>The TCS Programme Scrutiny Sub-Committee APPROVED the Action Log.</p>	<p>Secretariat</p> <p>NG</p>

2.0	PROGRAMME GOVERNANCE	
2.1	<p>TCS Programme Finance Report <i>Led by Mark Ash, Assistant Project Manager</i></p> <p>The purpose of the finance report is to provide a financial update for the Transforming Cancer Services (TCS) Programme for the financial year 2024-25, outlining spend against budget as at 30th September 2024 and the current year-end forecast.</p> <p>The overall forecast outturn for the Programme is an overspend of £7.956m for the financial year 2024-25 against a budget of £0.666m.</p> <p>No capital funding has been allocated yet for the projects for financial year, resulting in the aforementioned overspend. The nVCC Full Business Case and Enabling Works Full Business Case Addendum was submitted to Welsh Government on the 3rd September 2024 and funding should be released upon the approval of both Full Business Cases.</p> <p>The main financial risk to the TCS Programme at present is the lack of funding for the capital projects, which is being mitigated by the aforementioned funding request.</p> <p>The TCS Programme Scrutiny Sub-Committee NOTED the TCS Programme Finance Report.</p>	
2.2	<p>Communication and Engagement Update Report <i>Led by Non Gwilym, Interim Director of Corporate Governance</i></p> <p>The communication and engagement update report was taken as read.</p> <p>Gareth Jones pointed out issues with non-functional hyperlinks on Admincontrol via the mobile app on the iPad, sparking discussion on improving document accessibility. The committee agreed to address these technical aspects for better usability.</p> <p>Further clarification is required for the communication programme as to whether there is a separate communications programme managed by the consortium.</p> <p>It was requested a short slide deck to be provided at the next TCS Programme Scrutiny Sub-Committee outlining the activities between the Trust and Acorn, summarising the key arrangements and responsibilities.</p>	NG

	<p>The TCS Programme Scrutiny Sub-Committee NOTED the Communication and Engagement Update Report.</p>	
<p>3.0</p>	<p>PROGRAMME DELIVERY</p>	
<p>3.1</p>	<p>Programme Directors Report (including all project updates in scope) <i>Led by Lauren Fear, Interim Executive Director of Strategic Transformation,</i></p> <p>The Programme Director and Interdependencies Report was delivered to the TCS Programme Scrutiny Sub-Committee. The purpose of the report is to report on the interdependencies between the nVCC Project and other Velindre transformation projects which may impact upon delivery of the nVCC within time, cost, and quality tolerances. This refined interdependency focus also meets the PwC Review Report recommendation.</p> <p>The Delivery Confidence Assessment (DCA) for the TCS Programme has been assessment against the DCA criteria deemed to be Amber-Red in this reporting period, which is a change from Amber in the previous month. The rationale for the DCA assessment is set out within the report.</p> <p>The following comments were made in relation to further improvements to the Programme Director and Interdependencies Report:</p> <ul style="list-style-type: none"> • More specific dates within the Summary of Dependencies & Associated Risks section • Further information on the risks and issues • More accurate dates throughout the report i.e. not including October 2024. The dates need to be more specific. <p>A detailed conversation took place regarding the TrAMS Project. It was confirmed the workforce and pathways to enable TrAMS to deliver to plan is on track for the VUNHST TrAMS Project. For the National TrAMS Project, the go live date has not been delayed, there is a delay for the Trust receiving the Business Case. The expectation of the TrAMS go live date has not changed.</p> <p>It was confirmed Sarah Morley and the Workforce and OD team are developing the workforce section within the Programme Director and Interdependencies report, they will include further information for the project workforce activity and will provide a further update at the next meeting including the workforce pinch points for each project.</p>	<p>AC</p>



	<p>It was requested for an update to be provided on the Outreach Project at the November TCS Programme Scrutiny Sub-Committee. Anne Carey to provide an update on the Outreach Project.</p> <p>The TCS Programme Scrutiny Sub-Committee NOTED the Programme Director and Interdependencies Report.</p>	
4.0	PROJECT DELIVERY	
4.1	<p>nVCC Highlight Report <i>Led by Martin Smith, Interim SRO</i></p> <p>The nVCC Project produces a monthly Highlight Report which is presented to the TCS Programme Scrutiny Sub-Committee for information.</p> <p>The project status for the month of September is Amber.</p> <p>The nVCC Project achieved 12 milestones and missed 6 milestones within the September period. The missed milestones relate to Welsh Government approval of the final cases of the nVCC Full Business Case, which is still in progress. The completion of the RDD work on Mechanical Engineering and Medical gases was delayed awaiting information from Acorn and the confirmation of funding for equipment procurement. The commencement of Digital recruitment is dependent on Full Business Case approval.</p> <p>The 12 milestones achieved within the September period are set out within the paper.</p> <p>nVCC Project held their first liaison committee which was scheduled for 7th October, it was reported to be successful.</p> <p>The TCS Programme Scrutiny Sub-Committee NOTED the nVCC Highlight Report.</p>	
5.0	ANY OTHER BUSINESS	
	No additional items were raised for discussion.	
6.0	REVIEW OF THE MEETING	
	No additional comments or questions.	



7.0	DATE & TIME OF NEXT MEETING	
	The next meeting is scheduled for Thursday, 21st November 2024, 13:30 – 15:00 at Velindre Headquarters.	
8.0	CLOSE	
	SH formally closed the meeting, expressing thanks for all contributions.	

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