

TCS Programme Scrutiny Committee
Public Session

MINUTES OF THE MEETING HELD

18th April 2024 at 13.30 – 14.30

Meeting Room, Trust Headquarters, Nantgarw
(via Teams)

Members Present:

Hilary Jones (HJ)	Independent Member (Chair)
Professor Donna Mead (DM)	Trust Chair
Gareth Jones (GJ)	Independent Member

In attendance:

Steve Ham (SHam)	Trust Chief Executive
Matthew Bunce (MB)	Executive Director of Finance
Lauren Fear (LF)	Director of Corporate Governance and Chief of Staff
Sarah Morley (SM)	Executive Director of OD & Workforce
Nicola Williams (NW)	Executive Director of Nursing, AHP's & Medical Scientists
Gavin Bryce (GB)	Associate Director of Programmes
Rachel Hennessy	Interim Director, Velindre Cancer Centre
Mark Ash (MA)	Assistant Project Director, TCS
Non Gwilym (NG)	Communications and Engagement Director
Carys Jones (CJones)	Senior Programme Delivery & Assurance Manager
Cory Davies (CD)	TCS Project and Programme Co-ordinator
Jessica Corrigan (JC)	Secretariat / Business Support Officer

Apologies:

Stephen Harries (SH)	Independent Member (Chair)
Carl James (CJ)	Executive Director of Strategic Transformation, Planning & Digital
Dr Jacinta Abraham (JA)	Executive Medical Director
David Powell (DP)	nVCC Project Director

1.0	STANDARD BUSINESS	ACTION
1.1	<p>Welcome & Introductions</p> <p><i>Led by Hilary Jones, Independent Member</i></p> <p>HJ welcomed attendees to the meeting.</p> <p>As this is the first TCS Programme Scrutiny Sub-Committee since Financial Close on 28th March the Chair thanked the whole team involved to reach financial close. A huge milestone has been met reaching financial close for the benefit of patients and their families in our region for the decades ahead.</p>	

<p>1.2</p>	<p>Apologies for Absence <i>Led by Hilary Jones, Independent Member</i></p> <p>Apologies were noted as above.</p>	
<p>1.3</p>	<p>Declarations of Interest <i>Led by Hilary Jones, Independent Member</i></p> <p>No declarations of interest were received.</p>	
<p>1.4</p>	<p>Minutes of the Sub-Committee Meeting held on 25th January 2024 <i>Led by Hilary Jones, Independent Member</i></p> <p>It was clarified the Programme Directors Report on 25th January was withdrawn due to alignment with executive level governance.</p> <p>The TCS Programme Scrutiny Sub-Committee APPROVED the minutes held on the 25th January 2024 as an accurate record.</p>	
<p>1.5</p>	<p>Action Log <i>Led by Hilary Jones, Independent Member</i></p> <p>All actions relating to Programme Tranche report will be provided to reflect the following update:</p> <p><i>Further discussions need to be held with TCS Programme Scrutiny Sub-Committee members regarding the approach going forward. A meeting will be arranged in May to discuss timescales, date of meeting to be arranged. An update will be provided to the TCS Programme Scrutiny Sub-Committee following this meeting.</i></p> <p>It was also agreed that further narrative to be added to the action log to ensure clarity on the progress made to date, alongside next steps as detailed above.</p> <p>Action 151: Assurance was provided to the TCS Programme Scrutiny Sub-Committee that the funding as part of the Enabling Works Full Business Case Addendum is being finalised. Mark Ash confirmed that this will include the final costs on the s.278 works. The Addendum will be submitted to Welsh Government by 30th April 2024.</p> <p>The TCS Programme Scrutiny Sub-Committee APPROVED the Action Log.</p>	<p>CJ</p>



2.0	PROGRAMME GOVERNANCE	
2.1	<p>Communications & Engagement <i>Led by Non Gwilym, Assistant Director of Communications</i></p> <p>The following points were highlighted from the Comms and Engagement Report:</p> <ul style="list-style-type: none">• Non Gwilym encouraged TCS Programme Scrutiny Sub-Committee to read through the Space for children and young people in nVCC paper as it is very uplifting.• The Trust are working closely with Acorn and Sacyr who have their own community engagement officer established within their programme and the activity will be aligned via the Engagement workstream of the project going forwards, <p>The TCS Programme Scrutiny Sub-Committee NOTED the Comms and Engagement paper.</p>	
2.2	<p>TCS Programme Finance Report <i>Led by Mark Ash, Assistant Project Director</i></p> <p>The overall outturn for the Programme is an underspend of £0.030m for the financial year 2023-2024 against a budget of £20.948m.</p> <p>The breakdown of capital and revenue for the TCS Programme is as follows:</p> <ul style="list-style-type: none">- Capital:<ul style="list-style-type: none">○ The budget for TCS Programme was £20.163m and the forecast was £20.162m. The variance was £0.01m.- Revenue:<ul style="list-style-type: none">○ The budget for TCS Programme was £0.785m and the forecast was £0.756m. The variance was £0.030m. <p>Additional capital funding of £1.229m was allocated by Welsh Government to the ADDA Project for this financial year in March 2024. It was reported as being fully utilised.</p> <p>There are four new elements to the Enabling Works Project that require additional funding as previously noted, totalling £2.900m. Ministerial approval will be sought for this additional funding as part of the Enabling Works Full Business Case Addendum.</p> <p>There is a risk of a lack of funding for the Whitchurch Hospital Site, which is being mitigated by securing confirmation of additional funding from Welsh Government.</p>	

	<p>It was confirmed Welsh Government were informed and aware of the slightly higher than expected National Grid costs.</p> <p>The TCS Programme Scrutiny Sub-Committee were assured the work to enable the transfer of the Whitchurch Hospital Site is progressing well. The first meeting regarding the Whitchurch Hospital site disposal which is being led by Shared Services will be brought back to the TCS Programme Scrutiny Sub-Committee when more information is known.</p> <p>Welsh Government have confirmed that the security costs and disposable fees will be covered.</p> <p>The TCS Programme Scrutiny Sub-Committee NOTED the TCS Finance report.</p>	
3.0	PROJECT DELIVERY	
3.1	<p>New Velindre Cancer Centre: Implementation of Arrangements for Next Phase <i>Led By Steve Ham, Trust Chief Executive</i></p> <p>The TCS Programme Scrutiny Sub-Committee were made aware Financial Close was reached on 28th March 2024.</p> <p>The Trust immediately started to pivot into the next phase.</p> <p>The Project Board is overseeing and coordinating the transition from previous project arrangements into the revised set out within the Management Case.</p> <p>Steve Ham confirmed, he is currently coordinating a task and finish group to work through the phases of the changes being made within the project arrangements. Four new workstreams are being established which includes: construction, transition, digital and engagement.</p> <p>At the May TCS Programme Scrutiny Sub-Committee the financial close closure paper will be presented.</p> <p>The TCS Programme Scrutiny Sub-Committee NOTED the New Velindre Cancer Centre: Implementation of Arrangements for Next Phase.</p>	<p>DP</p>
4.0	ANY OTHER BUSINESS	
	<p>There were no additional items of business brought for discussion.</p>	



5.0	REVIEW OF THE MEETING	
	There were no additional comments or questions.	
6.0	DATE & TIME OF NEXT MEETING	
	The next meeting of the TCS Programme Scrutiny Sub-Committee will be held on Thursday 16 th May at 10.00 – 11.30am.	
7.0	CLOSE	
	<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>	