

TCS Programme Scrutiny Committee
Public Session

MINUTES OF THE MEETING HELD
20th June 2024 at 13.30 – 15.00
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
Andrew Westwell (AW)	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
Gavin Bryce (GB)	Associate Director of Programmes
Andrea Hague	Director of Service Transformation
Carys Jones (CJones)	Senior Programme Delivery & Assurance Manager

Apologies:

Sarah Morley (SM)	Executive Director of OD & Workforce
David Powell (DP)	nVCC Project Director
Mark Ash (MA)	Assistant Project Director, TCS
Rachel Hennessy	Interim Director, Velindre Cancer Centre

1.0	STANDARD BUSINESS	ACTION
1.1	Welcome & Introductions <i>Led by Stephen Harries, Vice Chair and Independent Member</i> SH welcomed attendees to the meeting.	
1.2	Apologies for Absence <i>Led by Stephen Harries, Vice Chair and Independent Member</i> Apologies were noted as above.	
1.3	Declarations of Interest <i>Led by Stephen Harries, Vice Chair and Independent Member</i> No declarations of interest were received.	



1.4	Minutes of the Sub-Committee Meeting held on 16th May 2024 <i>Led by Stephen Harries, Vice Chair and Independent Member</i> The TCS Programme Scrutiny Sub-Committee APPROVED the minutes held on the 16 th May 2024 as an accurate record.	
	Matters arising: Agenda item: 2.1: Programme Directors Report: Shaping the Next Stages was brought to the TCS Programme Scrutiny Sub-Committees attention as a matters arising: It was flagged as a concern that the communication and engagement paper will not be received by the TCS Programme Scrutiny Sub-Committee in the same way going forward. It was confirmed, the Project Board are receiving the engagement workstream highlight report as part of the new ways of reporting. It was suggested going forward the communication and engagement workstream will report to the TCS Programme Scrutiny Sub-Committee, this will either be reported in a highlight report or another format. A meeting will be arranged separately to discuss the arrangements and alignment of the workstream reports feeding into the TCS Programme Scrutiny Sub-Committee.	LF
1.5	Action Log <i>Led by Stephen Harries, Vice Chair and Independent Member</i> Action 151: The Enabling Works Full Business Case Addendum has been delayed until June 2024. This action remains open. All open actions from previous meetings remain open. The TCS Programme Scrutiny Sub-Committee APPROVED the Action Log.	
2.0	PROGRAMME GOVERNANCE	
2.1	TCS Programme Finance Report <i>Led by Matthew Bunce, Executive Director of Finance</i> The summary financial position for the TCS Programme for the year 2024-2025 as at 31 st May 2024 is provided within the report. The overall forecast outturn for the Programme is an overspend of £6.731m for the financial year 2024-2025 against a budget of £0.663m. No capital funding has been allocated yet for the projects for the current financial year, resulting in the aforementioned overspend. A funding request for the nVCC Project has been submitted to Welsh Government for c£2.632m and the Enabling Works Project funding request will be as part of the Enabling Works Full Business Case Addendum.	

	<p>“The main financial risk to the TCS Programme at present is the lack of funding for the capital projects. A funding request for a total of £6.725m has been submitted to Welsh Government for to fund these projects.” It was confirmed this risk will be changed to an issue as this is currently the actual situation. It is now an issue not a risk.</p> <p>The TCS Programme Scrutiny Sub-Committee NOTED the Finance Report.</p>	
<p>3.0</p>	<p>PROGRAMME DELIVERY</p>	
<p>3.1</p>	<p>Programme Directors Report <i>Led by Carl James, Executive Director of Strategic Transformation, Planning and Digital</i></p> <p>The TCS Associate Director of Programmes and TCS Programme Director reviewed the TCS Programme’s current performance for the reporting period 29th April 2024 – 30th May 2024 and have concluded an Amber status. A TCS Programme relaunch is planned which will clearly set out the scope of the programme and its delivery arrangements.</p> <p>There are a number of vacancies within the nVCC project office and additional roles required for the next phase are not being actively recruited to due to the nVCC Full Business Case not being currently approved. The nVCC Project team and Senior Executives are working with Welsh Government as the investment decision maker to gain Full Business Case approval, aligned with the necessary resources to deliver the nVCC Project. Both internal and external meetings have been arranged to agree and update the Management and Finance Case of the nVCC Full business Case.</p> <p><u><i>Project 3 – Integrated Radiotherapy Solutions (IRS):</i></u> Recruitment is ongoing for Project 3 - Integrated Radiotherapy Solutions (IRS), there still remain challenges in appointing to the specialised medical physics roles due to limited availability in the marketplace.</p> <p><u><i>Project 4 - Radiotherapy Satellite Centre:</i></u> The project plan within Project 4 – Radiotherapy Satellite Centre is reporting as “red” was noted. Assurance was provided to the TCS Programme Scrutiny Sub-Committee that there is a project plan in place, but the current project plan needs to be reviewed and refreshed.</p> <p>It was confirmed that as the Radiotherapy Satellite Centre project progresses, assurance reports will be received by the TCS Programme Scrutiny Sub-Committee.</p> <p>A separate agenda item for the Radiotherapy Satellite Centre will be brought back to the July TCS Programme Scrutiny Sub-Committee to discuss in more detail, following the review of the project plan. Concerns were raised by Independent Members that project is due to be completed within nine months and the project plan hasn’t been reviewed and refreshed to date.</p>	

	<p><u>Project 5 - Outreach:</u> The Project Initiation Document for the Programme of work has been completed and shared with Health Board colleagues for approval. Velindre Cancer Centre will act as the host for Outreach and and this is encompassed within the Project Initiation Document.</p> <p>There have been no issues that have been escalated to 'high' within this reporting period.</p> <p>There have been no issues which have de-escalated from 'high' within this reporting period.</p> <p><u>Risk Register:</u> The TCS Programme Scrutiny Sub-Committee only receive the risks reporting over 15. It was suggested that the TCS Programme Scrutiny Sub-Committee should receive the risk register in its entirety. Further discussion will be held offline regarding how the risk register is reported to TCS Programme Scrutiny Sub-Committee. It was confirmed the risks across the Trust are also discussed at Audit Committee.</p> <p>The TCS Programme Scrutiny Sub-Committee NOTED the Programme Directors Report.</p>	<p>CJ</p> <p>LF</p>
<p>4.0</p>	<p>PROJECT DELIVERY</p>	
<p>4.1</p>	<p>Future Shape of TCS Programme</p> <p>The Future Shape of TCS Programme agenda item was DEFERRED.</p> <p>Discussions will be held at the Extraordinary TCS Programme Scrutiny Sub-Committee week commencing 24th June 2024.</p>	
<p>4.2</p>	<p>TCS Programme Scrutiny Sub-Committee Effectiveness Survey Report <i>Led by Lauren Fear, Director of Corporate Governance and Chief of Staff</i></p> <p>The Effectiveness Survey Report was delivered to the TCS Programme Scrutiny Sub-Committee. The report provides the TCS Programme Scrutiny Sub-Committee with the results of the Annual effectiveness survey for the reporting period: 1st April 2023 – 31st March 2024.</p> <p>The TCS Programme Scrutiny Sub-Committee Effectiveness Survey consisted of twenty questions administered via an online survey platform (Microsoft Forms). 23 people were asked to complete the survey including the Trust Chair, Independent Members, Executive Directors and Non-Executive Directors of the TCS Programme Scrutiny Sub-Committee. 6 responses were received, giving an overall completion rate of 26%.</p> <p>It was confirmed a paragraph will be added to the TCS Programme Scrutiny Sub-Committee Effectiveness report to give context for the length and amount of Extraordinary Sub-Committees between 1st April 2023 – 31st</p>	



	<p>March 2024.</p> <p>The questions across all Committee and Sub-Committee's will be reviewed and further discussions will be held at the board development session on 27th June 2024. All questions across all Committees and Sub-Committees will be reviewed and further developed.</p> <p>It was pointed out there was an error within the graphs within the effectiveness report. This will be amended prior to Trust Board in July.</p> <p>It was suggested for Executive Management Board to review the outcome of the surveys across the board as a whole to identify if there are any trends or patterns.</p> <p>The TCS Programme Scrutiny Sub-Committee DISCUSSED and ENDORSED the effectiveness survey.</p>	LF
4.3	<p>TCS Programme Scrutiny Sub-Committee Annual Report <i>Led by Lauren Fear, Director of Corporate Governance and Chief of Staff</i></p> <p>Under Standing Order 4.3.2, each Committee of the Board is required to submit an annual report “<i>setting out its activities during the year and detailing the results of a review of its performance</i>”. TCS Programme Scrutiny Sub-Committee annual report summarises the key areas of business activity undertaken by the TCS Programme Scrutiny Sub Committee between 1st April 2023 and 31st March 2024.</p> <p>Prior to the annual report going to Trust Board it will be amended to reflect to say the Trust Chair attended the majority of the meetings but is not a core member.</p> <p>Subject to a few minor amendments the TCS Programme Scrutiny Sub-Committee DISCUSSED and ENDORSED the Annual Report.</p>	
5.0	<p>Any Other Business</p>	
	<p>There were no additional items of business brought for discussion.</p>	
6.0	<p>REVIEW OF THE MEETING</p>	
	<p>There were no additional comments or questions.</p>	
7.0	<p>DATE & TIME OF NEXT MEETING</p>	
	<p>The next meeting for the TCS Programme Scrutiny Sub-Committee will be held on Tuesday 23rd July 2024 at 13.00 – 14.30.</p>	



8.0	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>	
9.0	PART B SESSION	
	<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">• Programme Directors Report• Full Business Case: Completion Steps & Approach• Project Initiation Document (PID) – including Programme Plan• PwC Review: 1st iteration response• MIM Governance Protocol• CAP 5 Recommendations• Gateway 3 / Project Assurance Review (PAR) Recommendations• Risk Mitigation Summary• Contractual Matters	