

TCS Programme Scrutiny Committee
Public Session

MINUTES OF THE MEETING HELD
23rd July 2024 at 13.00 – 14.30
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
Andrew Westwell (AW)	Independent Member

In attendance:

Carl James (CJ)	Interim Trust Chief Executive (part of the meeting)
Lauren Fear (LF)	Interim Executive Director of Strategic Transformation, Planning & Digital
Nicola Williams (NW)	Executive Director of Nursing, AHP's & Medical Scientists (part of the meeting)
Non Gwilym (NG)	Acting Director of Corporate Governance
Dr Jacinta Abraham (JA)	Executive Medical Director
Rachel Hennessy (RH)	Interim Director, Velindre Cancer Centre
Gavin Bryce (GB)	Associate Director of Programmes
Mark Ash (MA)	Assistant Project Director, TCS
Carys Jones (CJones)	Senior Programme Delivery & Assurance Manager
Jessica Corrigan (JC)	Secretariat / Business Support Officer

Apologies:

Sarah Morley (SM)	Executive Director of OD & Workforce
David Powell (DP)	nVCC Project Director
Andrea Hague	Director of Service Transformation
Gareth Jones (GJ)	Independent Member
Matthew Bunce (MB)	Executive Director of Finance

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.	

<p>1.3</p>	<p>Declarations of Interest <i>Led by Stephen Harries, Vice Chair and 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 20th June 2024 <i>Led by Stephen Harries, Vice Chair and Independent Member</i></p> <p>Stephen Harries confirmed that Donna Mead would send her comments via email due to her experiencing technical difficulties.</p> <p>Subject to Donna Mead emailing comments, the TCS Programme Scrutiny Sub-Committee APPROVED the minutes held on the 20th June 2024 as an accurate record.</p>	
<p>1.5</p>	<p>Action Log <i>Led by Stephen Harries, Vice Chair and Independent Member</i></p> <p>The following updates were provided on the action log:</p> <ul style="list-style-type: none"> • Action 120, 121, 122, 130, 143 and 146: A revised target date of September has been included within the action log. The update aligns with the wording within the Programme Directors report. • Action 152: Confirmed as action closed. • Action 153: Stephen Harries, as chair of the TCS Programme Scrutiny Sub-Committee took the decision to continue to receive the communication and engagement paper. The communication and engagement paper will be received at every committee. This action was confirmed as closed. • Action 155: Subject to discussion at agenda item 3.2 as noted in the minutes, the TCS Programme Scrutiny Sub-Committee were content with the update provided on the Radiotherapy Satellite Centre. This action has been confirmed as closed. • Action 156: A meeting has been arranged for 20th August to discuss risk. Following this meeting an update will be brought back to the September TCS Programme Scrutiny Sub-Committee. This action remains open. <p>All open actions from previous meetings remain open.</p> <p>The TCS Programme Scrutiny Sub-Committee APPROVED the Action Log.</p>	



2.0	PROGRAMME GOVERNANCE	
2.1	<p>TCS Programme Finance Report <i>Led by Mark Ash, Assistant Project Director</i></p> <p>The purpose of the accompanying report is to provide a financial update to the TCS Programme Delivery Board for the financial year 2024-25, outlining spend to date against budget as at 30th June 2024 and the current full year forecast.</p> <p>The overall forecast outturn for the Programme is an overspend of £6.866m for the financial year 2024-25 against a budget of £0.663m.</p> <p>No capital funding has been allocated yet for the nVCC Project for financial year 2024-25, resulting in the overspend. An interim 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> <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>To date there is no funding provided by Welsh Government for the Whitchurch Hospital Site, however at present the risk to the Programme is low. The associated costs will be reimbursed by Welsh Government. I was highlighted that a business justification case might be required to be submitted to Welsh Government.</p> <p>It was confirmed Shared Services are leading disposal strategy.</p> <p>The TCS Programme Scrutiny Sub-Committee NOTED the TCS Programme Finance Paper.</p>	
2.2	<p>Communication and Engagement Report <i>Led by Non Gwilym, Acting Director of Corporate Governance</i></p> <p>The Communication and Engagement Report was presented to the TCS Programme Scrutiny Sub-Committee. The following points were brought to the Committees attention:</p> <ul style="list-style-type: none">- There is a good working relationship between the Trust and Acorn. The content of the report reflects this- Positive public communications- Positive community engagement events- Useful construction timeline illustration	

	<p>The TCS Programme Scrutiny Sub-Committee NOTED the Communication and Engagement 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, Planning and Digital and Gavin Bryce, Associate Director of Programmes</i></p> <p>The Programme Directors Report was delivered to the TCS Programme Scrutiny Sub-Committee. The reporting period for this Programme Director's Report covers 31st May till 30th June 2024. The Delivery Confidence Assessment (DCA) for the overall programme is amber.</p> <p><u>Project 5: Outreach</u></p> <p>The Project Initiation Document (PID) for the Programme of work has been completed and shared with Health Board colleagues for approval. There are key elements of the project that are to be taken forward as part of the current work plan which are outlined within the report.</p> <p><u>Cardiff Cancer Research Hub</u></p> <p>Over the last six weeks the TCS Programme Team have been supporting the Cardiff Cancer Research Hub project which has been running for two years. Recently, it has been decided that Velindre will be the lead organisation for the centralised Project Management Office, a Heads of Terms have been signed and a high-level twelve-month plan has been developed.</p> <p>It has been proposed that the TCS Programme would be a suitable place to govern this collaborative project, and as such a new project request will be submitted for consideration once the wider programme scope is agreed.</p> <p><u>Transforming Access to Medicines (TrAMS)</u></p> <p>The project is actively progressing forward. Phase 1 of the project is SACT delivery which is required for Velindre Cancer Centre patients. This is on track to be completed in time for the nVCC.</p> <p>It was confirmed Radiopharmacy is separate piece of work.</p> <p>Within the private TCS Programme Scrutiny Sub-Committee there is a more detailed plan but due to commercially sensitive detail this cannot be included within the public Programme Directors Report. Further discussions to be held in the private section.</p> <p>The TCS Programme Scrutiny Sub-Committee NOTED the Programme Directors Report.</p>	



<p>3.2</p>	<p>Radiotherapy Satellite Centre Project: Plan and Progress Update <i>Led by Carl James, Interim Trust Chief Executive and Rachel Hennessy, Interim Director, Velindre Cancer Centre</i></p> <p>A presentation for the Radiotherapy Satellite Centre Project: Plan and Progress Update was delivered by Rachel Hennessy. An overview of the current position was provided to the TCS Programme Scrutiny Sub-Committee.</p> <p>Carl James took over as SRO following Cath OBrien leaving the Trust. Carl James thanked Rachel Hennessy and the team to getting to this point.</p> <p>The risks of the Radiotherapy Satellite Centre are considered at Project Board and are scored appropriately. Project Board will be reviewing the risks, confirming if they are risks or issues. Following the Project Board these will be included within the Programme Directors Report.</p> <p>A clinical working group is being established from August 2024.</p> <p>The TCS Programme Scrutiny Sub-Committee were satisfied with the update provided and were content to close action 155.</p> <p>The TCS Programme Scrutiny Sub-Committee NOTED the Radiotherapy Satellite Centre Project: Plan and Progress Update.</p>	
<p>4.0</p>	<p>PROJECT DELIVERY</p>	
<p>4.1</p>	<p>nVCC Project Board Terms of Reference <i>Led by Lauren Fear, Interim Executive Director of Strategic Transformation, Planning and Digital</i></p> <p>The Project Board Terms of Reference were delivered to the TCS Programme Scrutiny Sub-Committee. The Terms of Reference were endorsed at Extraordinary Project Board on 16th July 2024.</p> <p>Section 2.2 within the paper outlines the summary of changes following the Extraordinary Project Board on 16th July 2024.</p> <p>It was confirmed the SRO will chair the nVCC Project Board once appointed. Currently the nVCC Project Board is chaired by Matt Bunce, Executive Director of Finance. Mark Ash to circulate information to help the committee understand the new role of SRO and understanding the authority of IPA as the guidance has recently changed.</p>	<p>MA</p>



	<p>It was requested to include a caveat that if it was decided it was not appropriate for the meeting to be chaired by the SRO, but that it should be chaired by another senior officer, the Terms of Reference would be amended as required.</p> <p>From September onwards the nVCC Project Board will include external parties including NWSSP, Welsh Government and Acorn.</p> <p>It was confirmed the Terms of Reference will be circulated following the TCS Programme Scrutiny Sub-Committee. The revised Terms of Reference will be sent via a word document for members to review and comment. Comments will be due back by Thursday 25th July at midday in order for the papers to be published for Trust Board on 30th July. The Terms of Reference will be submitted for Trust Board as a late paper as agreed by Donna Mead as Chair of the Trust Board.</p> <p>The TCS Programme Scrutiny Sub-Committee ENDORSED the nVCC Terms of Reference in principle.</p>	
5.0	Any Other Business	
	There were no additional items of business brought for discussion.	
6.0	REVIEW OF THE MEETING	
	There were no additional comments or questions.	
7.0	DATE & TIME OF NEXT MEETING	
	The next meeting for the TCS Programme Scrutiny Sub-Committee will be held on Thursday 19 th September 2024 at 13.30 – 15.00.	
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 Update• PwC Review: response to recommendations• MIM Governance Protocol• Whitchurch Land Transfer and Next Steps• Contractual Matters• Waste Chutes – Implications for MIM• Soil Transfer• CAP 5 (Pre – Financial Close Review) Recommendations• Gateway 3 / Project Assurance Review (PAR) Recommendations	

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