

**Minutes**  
**Public Research, Development & Innovation Sub-Committee**  
**Velindre University NHS Trust**

**Date** 10/12/2024  
**Time** 10.00-12.15pm  
**Location** Trust Headquarters, 2 Charnwood Court, Parc Nantgarw, Cardiff  
**Chair** Professor Andrew Westwell, Independent Member

<b>PRESENT</b>		
Professor Andrew Westwell	Independent Member and Research, Development & Innovation Sub-Committee Chair	<b>AW</b>
Professor Donna Mead	Professor Donna Mead, OBE Trust Chair	<b>DM</b>
Vicky Morris	Independent Member	<b>VM</b>
<b>ATTENDEES</b>		
Jacinta Abraham	Executive Medical Director and R&D Lead	<b>JA</b>
Matthew Bunce	Executive Director of Finance	<b>MB</b>
Anne Carey	Interim Chief Operating Officer	<b>AC</b>
Amie Garwood-Pask	Deputy Head of Finance Business Partnering	<b>AGP</b>
Chloe George	Head of Component Development, Welsh Blood Service	<b>CG</b>
Non Gwilym	Interim Director of Corporate Governance	<b>NG</b>
Jennet Holmes	Head of Innovation	<b>JH</b>
Sian James	Head of Research, Development & Innovation, Welsh Blood Service	<b>SJ</b>
Alan Prosser	Director, Welsh Blood Service	<b>AP</b>
Rhydian Owen	R&D Cancer Strategy Lead	<b>RO</b>
Professor Robert Jones	Associate Medical Director for Research, Development & Innovation	<b>RJ</b>
Nicola Williams	Director of Nursing, AHP's & Healthcare Scientists	<b>NW</b>
<b>SECRETARIAT</b>		
Sandra Cusack	Business Support Officer	<b>SMC</b>

<b>1.0</b>	<b>PRELIMINARY MATTERS</b>	
<b>1.1</b>	<b>Welcome and Introduction</b> <i>Led by Professor Andrew Westwell, Research, Development &amp; Innovation Sub-Committee Chair</i>	
<b>1.2</b>	<b>Apologies Received From:</b> <ul style="list-style-type: none"> <li>• Christopher Cotterill-Jones, Research Delivery Manager</li> <li>• Dr Edwin Massey, Medical Director, Welsh Blood Service</li> <li>• Sarah Townsend, Head of Research &amp; Development</li> </ul>	
<b>1.3</b>	<b>In Attendance</b> The Chair extended a warm welcome to the following attendees in support of specific agenda items: <ul style="list-style-type: none"> <li>• Kate Cleary, R&amp;D Cancer Strategy Programme Manager</li> <li>• Iestyn James, Clinical Business Support Manager (Observer)</li> <li>• Natasha McLaughlin, WBD RD&amp;I Officer (Observer)</li> <li>• Helen Robertson, RD&amp;I Communications &amp; Engagement Officer (Observer)</li> </ul>	
<b>1.4</b>	<b>Declarations of Interest</b> <i>Led by Professor Andrew Westwell, Chair of the Research, Development &amp; Innovation Sub-Committee</i>  No declarations of interest were raised.	
<b>2.0</b>	<b>STANDARD BUSINESS</b>	
<b>2.1</b>	<b>Draft Minutes from the meeting of the Public Research, Development &amp; Innovation Committee held on the 17th September 2024</b> <i>Led by Professor Andrew Westwell, Chair of the Research, Development &amp; Innovation Sub-Committee</i>  Donna Mead raised a concern to Item 5.1 Finance Performance in the minutes of the last meeting, regarding compliance within the 30-day payment target, which is below the required 95%. Matt Bunce gave assurance that the overall compliance position is not significantly affected and that efforts will be made to improve compliance. There are also gaps within the finance team and the need for discussion with the R&D team to address this issue. A meeting will be arranged with the R&D team to ensure compliance within the 30-day payment target and improve the overall compliance rate will follow.  Following the above action, the Research, Development & Innovation Sub-Committee <b>APPROVED</b> the Minutes of the Public Meeting held on 17th September 2024 as an accurate reflection of proceedings.	<b>APG/ ST</b>
<b>2.2</b>	<b>Review of Action Log</b>	

	<p><i>Led by Dr Jacinta Abraham, Executive Medical Director and RD&amp;I Lead</i></p> <p>The action log was discussed and Committee members confirmed that they were assured that all actions identified as closed had been fully instigated and could therefore be closed.</p> <p>The Research, Development &amp; Innovation Sub-Committee <b>APPROVED</b> to <b>CLOSE</b> these actions.</p>	
<b>2.3</b>	<p><b>Matters Arising</b> <i>Led by Professor Andrew Westwell, Chair of the Research, Development &amp; Innovation Sub-Committee</i></p> <p>There were no matters arising.</p>	
<b>3.0</b>	<b>PRESENTATION AND GUEST ATTENDEES</b>	
<b>3.1</b>	<p><b>Developments within the Component Development and Research Laboratory</b> <i>Led by Chloe George, Head of Component Development, Welsh Blood Service</i></p> <p>Chloe George, Head of Component Development at the Welsh Blood Service, presented an overview of the lab's activities, focusing on optimising blood components for patient transfusions and improving the efficiency of the blood supply chain. Key research areas include cold stored platelets for better hemostatic abilities, frozen platelets for extended shelf life, and whole blood for quicker transfusions in major hemorrhage cases. The lab is also addressing the upcoming ban on the plasticizer DEHP in blood packs and exploring ways to maximise blood donations. Collaborations with clinical and academic partners, including the military and emergency medical services, enhance research capabilities. The team has secured external funding, including a significant award in 2023, and is applying for larger grants to support ongoing and future research projects.</p> <p>AP emphasized the need for sustainable funding for research initiatives, suggesting that core business development should be supported by permanent funding rather than relying solely on grants. DM invited the Component Development and Research Laboratory Team to submit an application for funding to the Charitable Funds Committee.</p> <p>An open invitation to visit the Component Development and Research Laboratory at the Welsh Blood Service will be circulated to committee members. The visit will include a guided tour of the laboratory, live demonstrations such as observing the Microfluidics Microscope, and an opportunity to meet members of the research team. The visit is expected to last approximately one hour.</p>	<b>CG</b>

	The Research, Development & Innovation Sub-Committee congratulated Chloe and the Team and <b>NOTED</b> the Component Development and Research Laboratory Presentation.	
<b>4.0</b>	<b>KEY REPORT(S)</b>	
<b>4.1</b>	<p><b>Executive Medical Director Briefing</b>  <i>Led by Dr Jacinta Abraham, Executive Medical Director and R&amp;D Lead</i></p> <p>JA gave a brief overview of high-level activities relating to Research, Development and Innovation during Quarter 2, Financial Year 2024/25 along with noteworthy items from the RD&amp;I environment since the last meeting. Key areas for discussion were as follows:</p> <p><b>Health and Care Research Wales Initiatives</b>  Following discussion, the Committee requested a paper be brought back to a future meeting of the Executive Management Board to demonstrate how Velindre can lead in the "once for Wales" delivery model for tackling cancer through research, aligning with Health and Care Research Wales' ambitious recruitment targets.</p> <p>Health and Care Research Wales has set an ambitious target to increase participant recruitment in cancer research by 500% by 2027, the plan also aims to diversify trial access across cancer types, demographics, and expand Phase III trials to over 50% of the cancer research portfolio. AW asked whether these figures quoted by HCRW were correct and RJ clarified that they were.</p> <p><b>UK Clinical Trial Regulations – Proposals for legislative changes for clinical trials</b>  Legislative changes proposed to make the UK more attractive for clinical trials, following the O'Shaughnessy report.</p> <p><b>Medi Wales Innovation Awards</b>  Four nominations from the organisation, with the BioNTech All-Wales collaboration receiving a commendation.</p> <p><b>Microfluidic Modelling</b>  The Welsh Blood Service has introduced a game-changing investment in microfluidic modelling technology, which recreates microvascular environments for advanced research applications, funded by a grant from the Welsh Government's SMART Capital Equipment Fund.</p> <p><b>15 Step Visit</b>  A visit to the Early Phase Clinical Trials Unit was conducted by Jacinta Abraham, Andrew Westwell and Sarah Townsend, which was overwhelmingly positive. There was interaction with several patients who expressed gratitude for the opportunity to participate in early-phase studies. The visit highlighted the unit's reach, including treating patients from North Wales, emphasizing</p>	

	<p>the importance of providing accommodation for those traveling long distances. The visit also identified areas for improvement, ensuring a better experience for all participants.</p> <p>The Research, Development &amp; Innovation Sub-Committee <b>NOTED</b> the contents of the Executive Medical Director Briefing.</p> <p>Anne Carey, Interim Chief Operating Officer joined the meeting.</p>	
<p><b>5.0</b></p>	<p><b>QUALITY, SAFETY AND PERFORMANCE</b></p>	
<p><b>5.1</b></p>	<p><b>Research, Development &amp; Innovation Performance Report</b>  <i>Led by Robert Jones, Associate Medical Director for Research, Development &amp; Innovation and relevant leads</i></p> <p>RJ presented an overview of the RD&amp;I Performance Report for Quarter 2, Financial Year 2024-25, highlighting the Trust's portfolio, recruitment numbers, and the new dashboard format. He also mentioned the challenges in radiotherapy service capacity, pharmacy staffing, and access to biopsy samples. and the following key items were discussed further:</p> <p><b>Financial Performance led by Amy Garwood-Pask Deputy Head of Finance Business Partnering as follows:</b></p> <ul style="list-style-type: none"> <li>• Minor variances against the budget with a small overspend of £16,000.</li> <li>• Income slightly below target but expected to meet the annual target by year-end.</li> <li>• The need to improve the performance of paying invoices within 30 days with successful recruitment of a new finance team member to help address this issue (as discussed in item 2.1).</li> </ul> <p><b>Rita Options Appraisal led by Jennet Holmes, Head of Innovation as follows:</b></p> <p>The evaluation of the RITA chatbot presented four options for its future. The proposed option is to discontinue the current platform and seek alternative funding to explore further applications of the service. This approach involves looking for QA funding for a dedicated role to support the work, as the current AI platform is outdated and requires exploration of alternative platforms and costings. The Committee discussed at length and agreed that a strategic decision regarding the future of the Rita chatbot and the necessary resources to support it, is to be taken to January's Executive Management Board.</p> <p><b>Risk Management</b></p> <p>The Committee reviewed the risk profile, discussing ongoing issues with radiotherapy service capacity, pharmacy staffing, and access to biopsy samples for clinical trials, and the steps being taken to address these challenges. NG requested a meeting with R&amp;D so that we can align processes for managing risks in accordance with the Trust's risk policy.</p> <p>The Committee:</p>	<p><b>JH</b></p> <p><b>NG / ST</b></p>

	<ul style="list-style-type: none"> <li>• <b>NOTED</b> the RDI Performance Report Quarter 2, Financial Year 2024-25.</li> <li>• <b>NOTED</b> the new dashboard, highlighting the work of RD&amp;I in the Cancer Service, the Welsh Blood Service and Innovation.</li> <li>• <b>NOTED</b> the barriers to research and progress and ongoing efforts to address challenges in Pharmacy and Radiotherapy.</li> </ul>	
<p><b>6.0</b></p>	<p><b>PLANNING AND STRATEGIC DEVELOPMENT</b></p>	
<p><b>6.1</b></p>	<p><b>Research &amp; Development Cancer Ambitions Strategy &amp; Cardiff Cancer Research Hub Update</b>  <i>Led by Rhydian Owen, R&amp;D Cancer Strategy Lead</i></p> <p>RO gave an overview of the Research and Development Strategy, emphasising the need to update the strategy to reflect new opportunities and ensure alignment with the organisation's goals. Also provided, was an update on the Cardiff Cancer Research Hub, detailing its structure, ongoing trials, and the development of a partnership agreement to formalise collaboration between Velindre, Cardiff University, and Cardiff and Vale University Health Board</p> <p>There were discussions about the financial flows for trials, particularly how income from trials will be managed and distributed among the involved organisations. The Committee requested a meeting with the senior finance teams from the involved organisations to establish a clear and agreed-upon financial model for managing and distributing income from trials.</p> <p>JA discussed a new initiative involving collaboration between Velindre, Cardiff University, and Cardiff and Vale University Health Board. The first meeting of the Joint Academic Health Sciences Strategy (JAHSS) is scheduled for Friday 13th December 2024, with Jaz representing Velindre University NHS Trust. The strategy aims to enhance co-operation in education, innovation, and research across these organisations. The goal is to explore how the Cardiff Cancer Research Hub (CCRH) and other collaborative projects can fit into this broader strategy, leveraging strengths in life sciences, digital health, and other areas. The Committee agreed that this needs to be socialised and requested a paper to be presented at a future meeting of the Executive Management Board.</p> <p>The Bone Marrow Transplantation Unit is part of a broader infrastructure bid to the Welsh Government. There is a letter from Judith Paget to David Donegan regarding this bid, but specific details about the letter and the bid's status were not discussed in the meeting. Further information is needed to provide a comprehensive update on this topic.</p> <p>The Research, Development &amp; Innovation Sub-Committee <b>NOTED</b> the Developments of the Cancer Ambitions Strategy and Cardiff Cancer Research Hub Update.</p>	<p><b>RO/RJ /MB</b></p>

<b>7.0</b>	<b>INTEGRATED GOVERNANCE</b>	
	There are no items for Integrated Governance.	
<b>8.0</b>	<b>CONSENT AGENDA</b>	
<b>8.1</b>	<b>Consent - For Approval / Endorsement</b>	
	There were no items for approval / endorsement.	
<b>8.2</b>	<b>Consent - For Information / Noting</b>	
<b>8.2.1</b>	<p><b>Summary from the Private Research, Development &amp; Innovation Committee Meeting held on the 17th September 2024</b>  <i>Led by Professor Andrew Westwell, Research, Development &amp; Innovation Sub-Committee Chair</i></p> <p>The Research, Development &amp; Innovation Sub-Committee <b>APPROVED</b> the Summary of the Private RD&amp;I Sub-Committee minutes from the <b>17th September 2024</b>.</p>	
<b>9.0</b>	<b>MEETING REFLECTIONS</b>	
	<p>Members to identify items to include in the Highlight / Assurance Report to the Quality, Safety and Performance Committee / Strategic Development Committee in respect of the following areas:</p> <ul style="list-style-type: none"> <li>• <b>For Escalation</b></li> <li>• <b>For Assurance</b></li> <li>• <b>For Advising</b></li> <li>• <b>For Information</b></li> </ul> <p>AW requested a meeting to discuss the items to take forward in the highlight report.</p>	<b>SMC</b>
<b>10.0</b>	<b>ANY OTHER BUSINESS</b>	
<b>11.0</b>	<b>DATE AND TIME OF THE NEXT MEETING</b>	
	The Public Research, Development & Innovation Sub-Committee will next meet on the <b>12th March 2025 from 2.00 - 4.00pm</b> at Trust Headquarters, 2 Charnwood Court, Parc Nantgarw, Cardiff.	
<b>12.0</b>	<b>CLOSE</b>	
	<b><i>The Research, Development and Innovation Sub-Committee is asked to adopt the following resolution:</i></b>	

	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).	
<b>13.0</b>	<b>PRIVATE / PART B SESSION</b>	
	<p>The following item(s) will be discussed at the Private / Part B Session of the Research, Development &amp; Innovation Sub-Committee:</p> <ul style="list-style-type: none"> <li>• FAKTION Investment Plan</li> <li>• RITA Options Appraisal - Determining the Future of RITA</li> <li>• ARF / ARC Project Briefing Paper</li> <li>• Radiation and Medical Physics MSc (RaMP) Bursary Programme Business Case</li> </ul>	

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