

Minutes

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

Date 14/05/2024

Time 09:30-11:30am

Location Trust Headquarters, 2 Charnwood Court, Parc Nantgarw, Cardiff

Chair Professor Andrew Westwell, Independent Member

PRESENT		
Professor Andrew Westwell	Independent Member and Research, Development & Innovation Sub-Committee Chair	AW
Professor Donna Mead	Trust Chair and Independent Member	DM
Vicky Morris	Independent Member	VM
ATTENDEES		
Jacinta Abraham	Executive Medical Director and R&D Lead	JA
Christopher Cotterill-Jones	Research Delivery Manager	CCJ
Catherine Davies	RD&I Senior Finance Business Partner	CD
Lauren Fear	Director of Corporate Governance and Chief of Staff	LF
Amie Garwood-Pask	Deputy Head of Finance Business Partnering	AGP
Professor Jane Hopkinson	Velindre Cancer Service Professor of Nursing and Interdisciplinary Cancer Care	JHop
Steve Ham	Chief Executive Officer	SH
Jennet Holmes	Head of Innovation	JH
Sian James	Head of Research, Development & Innovation, Welsh Blood Service	SJ
Chris Moreton	Deputy Director of Finance	CM
Professor Robert Jones	Associate Medical Director for Research, Development & Innovation	RJ
Dr Edwin Massey	Medical Director, Welsh Blood Service	EM
Nicola Williams	Executive Director of Nursing, AHPs and Health Science	NW
SECRETARIAT		
Sandra Cusack	Business Support Officer	SMC

1.0	PRESENTATIONS	
1.1	<p>Feasibility of measuring taste change recovery following radiotherapy for head and neck cancer: A successful service improvement project <i>Led by Jane Mathlin, Consultant Therapeutic Radiographer</i></p> <p>Professor Andrew Westwell, Chair of the Research, Development & Innovation Sub-Committee welcomed and introduced Jane Mathlin, Consultant Therapeutic Radiographer who was a successful recipient of the Velindre Healthcare Small Grants Scheme 2021. Presentation slides were circulated with the papers ahead of the meeting to provide background information.</p> <p>Jane Mathlin presented the service improvement project, focused on measuring taste changes following radiotherapy for head and neck cancer. It included a background on the impact of taste changes, a research proposal for a pilot study using an app to record taste changes, setbacks and solutions encountered, recruitment details, questions used to assess taste changes, key findings, and clinical implications. The study found that only 2 participants reported no improvement in taste over 8 weeks, and the methodology was suitable for collecting data post-treatment.</p> <p>The presentation was very informative and well received by the Research, Development & Innovation Sub-Committee who conveyed their sincere thanks to Jane Mathlin.</p>	
2.0	STANDARD BUSINESS	
	<p>The Chair opened the meeting and welcomed everyone in attendance, and a warm welcome was extended to Lindsay Foyster, the Trust's newly appointed Independent Member for Equality, Diversity and Inclusion and introductions were made.</p>	
2.1	<p>Apologies Received:</p> <ul style="list-style-type: none"> • Matthew Bunce, Executive Finance Director • Kate Cleary, Cancer R&D Project Support Manager • Chloe George, Head of Component Development, Welsh Blood Service • Rachel Hennessy, Interim Director of Cancer Services • Dr Carys Morgan, Clinical Director, Velindre Cancer Services • Alan Prosser, Director, Welsh Blood Service • Emma Stephens, Head of Corporate Governance • Sarah Townsend, Head of Research & Development 	
2.2	<p>Additional Attendees:</p> <p>The Chair extended a warm welcome to the following attendees in support of specific agenda items:</p> <ul style="list-style-type: none"> • Jane Mathlin, Consultant Therapeutic Radiographer (<i>for item 1.1</i>) • Professor Monica Busse, Director of Health & Care Research Wales Faculty (<i>for item 4.1</i>) 	

	<ul style="list-style-type: none"> • Lindsay Foyster, Independent Member (<i>Observer</i>) • Helen Robertson, RD&I Communications & Engagement Officer (<i>Observer</i>) 	
2.3	<p>Declarations of Interest <i>Led by Professor Andrew Westwell, Chair of the Research, Development & Innovation Sub-Committee</i></p> <p>No declarations of interest were raised.</p>	
2.4	<p>Draft Minutes from the meeting of the Public Research, Development & Innovation Committee held on the 6th February 2024 <i>Led by Professor Andrew Westwell, Chair of the Research, Development & Innovation Sub-Committee</i></p> <p>The Research, Development & Innovation Sub-Committee APPROVED the Minutes of the Public Meeting held on the 6th February 2024 as an accurate reflection of proceedings.</p>	
2.5	<p>Review of Action Log <i>Led by Dr Jacinta Abraham, Executive Medical Director and RD&I Lead</i></p> <p>The following Action below remains outstanding with the Secretariat co-ordinating dates with the Communications Team.</p> <p>Lauren Fear reviewed the status of the open action as follows:</p> <p><i>Item 1.1 RD&I Communications & Engagement - Media Training to be arranged for the Exec Team to include standards & filming guidance for the Trust – Lauren Fear advised this will be addressed and to include a target date for completion.</i></p> <p>The Research, Development & Innovation Sub-Committee APPROVED the Action Log.</p>	
3.0	MAIN AGENDA	
3.1	<p>Executive Medical Director Briefing <i>Led by Dr Jacinta Abraham, Executive Medical Director and R&D Lead</i></p> <p>The Report provided an overview of high-level activities relating to Research, Development and Innovation during Quarter 4, Financial Year 2023/24 along with noteworthy items from the RD&I environment since the last meeting of the RD&I Sub-Committee. Key highlights included:</p> <ul style="list-style-type: none"> • Integrated Medium-Term Plan • Trust Integrated Quality Planning and Delivery meeting with Welsh Government. • Cancer Research and Development Strategy Lead. • Velindre spotlight in ITV programme about clinical trials. 	

	<ul style="list-style-type: none"> • Radiotherapy researchers leading the way with the first commercial device trial. • BioNTech All-Wales Partnership. • Bevan Commission support for Welsh Blood Service innovation project. • Innovate UK funding awarded to Welsh Health Drone Innovation Partnership. <p>The Research, Development & Innovation Sub-Committee DISCUSSED and NOTED the contents of the Executive Medical Director Briefing.</p>	
3.2	<p>Summary of the Research, Development and Innovation Risk Profile <i>Led by Christopher Cotterill-Jones, Research Delivery Manager (deputising for Sarah Townsend, Head of Research & Development)</i></p> <p>The Summary of the RD&I Risk Profile informed the Committee that since the 1st April 2023, there have been six risks recorded, three of which have been closed and three are still open. The ‘open and assessed risks’ are currently being adequately controlled with appropriate action plans and have not met the threshold for escalation. However, there is an open Radiotherapy Service capacity risk that was made visible to Research & Development in DATIX during March 2024. This risk is currently being reviewed and assessed, through the RD&I governance structure, for impact on the delivery of clinical trials involving radiotherapy treatment. This will be added to the summary of Research & Development risks once the assessment is completed.</p> <p>The Research, Development & Innovation Sub-Committee:</p> <ul style="list-style-type: none"> • NOTED the open and assessed risks that are currently being adequately controlled with appropriate action plans and have not met the threshold for escalation. • NOTED the radiotherapy service capacity risk and update with next steps to be informed at the next meeting. • NOTED that future summaries of the RD&I Risk Profile will be added as appendices to the RD&I Integrated Performance Report. 	ST
4.0	STRATEGY, PERFORMANCE & DELIVERY	
4.1	<p>Health & Care Research Wales Faculty & Research Careers Pathways Programme <i>Led by Professor Monica Busse, Director of Health & Care Research Wales Faculty</i></p> <p>Professor Andrew Westwell welcomed and introduced Professor Monica Busse, Director of Health & Care Research Wales Faculty to the meeting of the RD&I Sub-Committee. Presentation slides were circulated with the papers ahead of the meeting to provide background information.</p> <p>The presentation focused on the main roles of the Health & Care Research Wales Faculty with particular focus on the Research Careers Pathways Programme.</p>	

	<p>Highlights as follows:</p> <ul style="list-style-type: none"> • HCRW Plan: Health and Care Research Wales has a plan to enhance research careers through a collaborative leadership approach • Funding & Leadership: More funding in Research Careers and a joint strategy for enhancing research careers in Wales • Culture & Ecosystem: Opportunities for integrating research into professional training and embedding research into staff recruitment and retention strategies • Communications & Engagement: Raising awareness and promoting research careers in Wales, particularly in underdeveloped areas • Faculty Support: The Health and Care Research Wales Faculty provides support, guidance, and training for health and social care researchers • The recommendations from the research careers report: The report identified 17 recommendations to improve research careers for people in Wales, grouped into three categories: strategy, funding and leadership; infrastructure; and culture and ecosystem. The faculty aims to address these recommendations through its initiatives and partnerships. • The challenges and opportunities for research careers in Wales: Some of the challenges include the lack of structured research career pathways, the limited funding available, the need to integrate research into professional training and workforce development, and the gaps in academic leadership and joint clinical practice roles. Some of the opportunities include working with UK-wide funders, engaging with the NHS R&D framework and the health and care research plan, and promoting awareness and diversity of research careers. <p>ACTION: NW to provide a summary of the different schemes that run through the charity prior to a discussion meeting with Monica Busse regarding Faculty Associate Membership and how to be more engaged with faculty learning events.</p>	NW
4.2	<p>Welsh Blood Service Research, Development & Innovation Strategy Project Update</p> <p><i>Led by Dr Sian James, Head of Research, Development and Innovation Services, Welsh Blood Service</i></p> <p>Sian James explained after extensive stakeholder engagement and analysis, the WBS RD&I strategy outlined their vision, objectives and proposed initiatives to drive innovation and advancement within the Welsh Blood Service for the coming years. Key highlights included:</p> <ul style="list-style-type: none"> • The purpose and scope of the RD&I strategy for the Welsh Blood Service: The strategy aims to guide the research activities and partnerships of the Welsh Blood Service to improve the lives of people in Wales. It considers the challenges faced by the service and aligns with the Welsh Blood Service's 5 Year Strategy and Velindre University NHS Trust Destination 2033. • The main objectives and measures of success of the RD&I strategy: The strategy outlines four objectives: to specialise in areas of research that are relevant to the service, to integrate with the RD&I infrastructure at the organisational and national level, to accelerate the implementation 	

	<p>of research findings into practice, and to develop research capacity and culture within the service. The strategy also defines the key performance indicators, outcomes, and responsibilities for each objective.</p> <ul style="list-style-type: none"> • The recommendation and governance route of the RD&I strategy: The strategy document was presented to the RD&I Sub-Committee for approval for onward submission. The strategy has been developed with extensive stakeholder engagement and analysis and has been reviewed and endorsed by the WBS Senior Leadership Team. The strategy also aligns with the 7 levels of assurance framework of the Trust. • Quality Impact Assessment: The Quality Impact Assessment to be completed. <p>The Research, Development & Innovation Sub-Committee APPROVED the WBS RD&I Strategy and will advise Sian James on the next steps for completion of the Quality Impact Assessment and identify the governance route for onward submission.</p>	LF
4.4	<p>Trust Research, Development and Innovation Performance Annual Report 2023-24 <i>Led by Christopher Cotterill-Jones, Research Delivery Manager (deputising for Sarah Townsend, Head of Research & Development)</i></p> <p>The Annual Report provided an update on activities of the Trust’s Research, Development and Innovation service for Financial Year (FY) 2023/24. Key highlights were reported by the respective leads as follows:</p> <ul style="list-style-type: none"> • Velindre Cancer Research & Development Strategic Ambitions <i>Led by Christopher Cotterill-Jones, Research Delivery Manager (deputising for Kate Cleary, Cancer R&D Strategy Programme Manager)</i> <p>A brief update on the Cancer R&D Strategic Ambitions was reported and noted by the Committee as follows:</p> <ul style="list-style-type: none"> - Achieved key milestones for the Cardiff Cancer Research Hub (CCRH). - Funded key research posts in Palliative and Supportive Care for the first time via the R&D Integrated Bid. - Made greater use of local imaging expertise and the state-of-the-art imaging facilities at CUBRIC and PETIC to develop internationally competitive research in cancer imaging. <ul style="list-style-type: none"> • Nursing, Allied Health Professionals & Health Science <i>Led by Professor Jane Hopkinson, Velindre Cancer Service Professor of Nursing and Interdisciplinary Cancer Care</i> <p>A brief update on the progress of the Velindre Healthcare Cancer Research Fellowships was discussed, with challenges being presented with on-going pressures on the clinical services across healthcare disciplines within the Velindre Cancer Centre.</p>	

Jane Hopkinson addressed the next steps of the Group was to develop bespoke education and training in cancer research for Velindre nurses, pharmacists, allied health professionals, and radiographers.

It was requested by the Committee, with regards to Item 2.7 Velindre Healthcare Cancer Research Performance (page 91 of the Performance Report), that the baseline figure needs to be added into the table and this will be addressed in the next report.

- **Performance Indicators**

Led by Christopher Cotterill Jones, Research Delivery Manager

The study performance rankings and key performance indicators was discussed and noted by the Committee.

- **Welsh Blood Service**

Led by Dr Edwin Massey, Medical Director

The WBS RD&I dashboard and project portfolio supported by Sian James was discussed and noted by the Committee.

- **Innovation**

Led by Jennet Holmes, Head of Innovation

The Innovation Update was discussed and noted by the Committee.

- **Financial Report**

Led by Amie Garwood-Pask, Deputy Head of Finance Business Partners

The Finance Dashboard was discussed and noted for period ended (Month 12) 31st March 2024.

The Committee commended the RD&I Team on the substantial report. It was agreed that the most important thing about this report is how it brings together all the pieces of work for RD&I in one place reflecting the ambition of the Trust. This was a true reflection of the hard work and fantastic coordination that Sarah and her team provide.

Vicky Morris requested that following on from December's Visit with Health and Care Research Wales Annual Review Meeting with Velindre University NHS Trust, it was suggested that we were going to share the Annual Performance Report with them. The Committee were all in agreement for onward submission of the report.

The Research, Development & Innovation Sub-Committee **DISCUSSED** and **NOTED** the RD&I Integrated Performance Report for Quarter 4, Financial Year 2023-24.

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5.0	CONSENT AGENDA The consent part of the agenda considers routine Committee business as a single agenda item. Members may ask for items to be moved to the main agenda if a fuller discussion is required.	
5.1	CONSENT - FOR APPROVAL	
5.1.1	Research, Development & Innovation Sub-Committee Cycle of Business & Terms of Reference 2024-25 Led by Professor Andrew Westwell, Research, Development & Innovation Sub-Committee Chair The Research, Development & Innovation Sub-Committee NOTED the contents of the Terms of Reference and Cycle of Business.	
5.2	CONSENT - FOR ENDORSEMENT	
	No Items for Endorsement.	
5.3	CONSENT - FOR NOTING	
5.3.1	Draft Summary of the Minutes from the Private Research, Development & Innovation Committee held on the 6th February 2024 <i>Led by Professor Andrew Westwell, Research, Development & Innovation Sub-Committee Chair</i> The Research, Development & Innovation Sub-Committee APPROVED the Summary Minutes of the Private Meeting held on the 6th February 2024 as an accurate reflection of proceedings.	
5.3.2	Advancing Radiotherapy Fund (ARF) Highlight / Close Out Report <i>Led by Libby Crumpton, Advancing Radiotherapy Fund Manager</i> The Research, Development & Innovation Sub-Committee NOTED the contents of the report and actions being taken from the ARF Board.	
6.0	ANY OTHER BUSINESS	
6.1	RD&I Sub-Committee Annual Effectiveness Survey Report Led by Professor Andrew Westwell, Research, Development & Innovation Sub-Committee Chair The Chair confirmed to date, only eleven responses have been received for the RD&I Annual Effectiveness Survey and asked if all Committee members be encouraged to submit a response, the closing date has been extended and the Secretariat will recirculate the link following the meeting.	SMC

	Finally, the Chair formally noted that this was the Chief Executive's last RD&I Sub-Committee prior to his retirement and expressed thanks for his guidance and support over the years. Steve Ham thanked colleagues for their support during his time with the Trust.	
7.0	MEETING REFLECTIONS	
	Members to identify items to include in the Highlight Report to the Trust Board: <ul style="list-style-type: none"> • For Escalation • For Advising • For Assurance For Information 	
8.0	DATE AND TIME OF THE NEXT MEETING:	
	The Public Research, Development & Innovation Sub-Committee will next meet on the 17th September 2024 from 10:00-1.00pm at Trust Headquarters, 2 Charnwood Court, Parc Nantgarw, Cardiff.	
9.0	CLOSE	
10.0	PRIVATE / PART B SESSION	
	It was noted that the following items would be addressed at the Private / Part B Session of the RD&I Sub-Committee: <ul style="list-style-type: none"> • Business Case : Magnetic Resonance Imaging assessment of tumour MicroStructure in Glioblastoma (MIMOSA study) • Business Case : PATHOS Consultant Leadership Sessions 	