

## Minutes

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

**Date** 17/09/2024

**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>
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>
Annie Evans	Deputy Director of Nursing, Quality & Patient Experience	<b>AE</b>
Amie Garwood-Pask	Deputy Head of Finance Business Partnering	<b>AGP</b>
Non Gwilym	Interim Director of Corporate Governance	<b>NG</b>
Professor Jane Hopkinson	Velindre Cancer Service Professor of Nursing and Interdisciplinary Cancer Care	<b>JHop</b>
Jennet Holmes	Head of Innovation	<b>JH</b>
Sian James	Head of Research, Development & Innovation, Welsh Blood Service	<b>SJ</b>
Rhydian Owen	R&D Cancer Strategy Lead	<b>RO</b>
Professor Robert Jones	Associate Medical Director for Research, Development & Innovation	<b>RJ</b>
Dr Edwin Massey	Medical Director, Welsh Blood Service	<b>EM</b>
Sarah Townsend	Head of R&D	<b>ST</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:</b> <ul style="list-style-type: none"> <li>• Professor Donna Mead, OBE Trust Chair</li> <li>• Christopher Cotterill-Jones, Research Delivery Manager</li> <li>• Lindsay Foyster, Independent Member</li> <li>• Chloe George, Head of Component Development, Welsh Blood Service</li> <li>• Debbie Harvey, Life Sciences Hub (Observer)</li> <li>• Carys Morgan, Clinical Director, Velindre Cancer Service</li> <li>• Helen Robertson, RD&amp;I Communications &amp; Engagement Officer (Observer)</li> <li>• Nicola Williams (Deputising Annie Evans, Deputy Director of Nursing, Quality &amp; Patient)</li> <li>• Carl Taylor, Chief Digital Officer</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>• Claire Lang, CCRH Senior Research Nurse Manager (Item 3.1)</li> <li>• Amanda Jackson, Team Lead Clinical Trials Unit (Item 3.1)</li> <li>• Mr Russell Goodway, BioNTech colorectal study patient (Item 3.1)</li> <li>• Amie Garwood-Pask, Deputy Head of Finance Business Partnering (Item 5.1)</li> <li>• Rhydian Owen, R&amp;D Cancer Strategy Lead to his first RD&amp;I Sub-Committee Meeting</li> <li>• Annie Evans, Deputy Director of Nursing, Quality &amp; Patient Experience (Deputising for Nicola Williams)</li> <li>• Non Gwilym, Interim Director of Corporate Governance</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 14th May 2024</b> <i>Led by Professor Andrew Westwell, Chair of the Research, Development &amp; Innovation Sub-Committee</i>	

	<p>The Research, Development &amp; Innovation Sub-Committee <b>APPROVED</b> the Minutes of the Public Meeting held on 14th May 2024 as an accurate reflection of proceedings.</p>	
<b>2.2</b>	<p><b>Review of Action Log</b>  <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>BioNTech Cancer Vaccine Programme</b>  <i>Led by Claire Lang, CCRH Senior Research Nurse Manager &amp; Amanda Jackson, Team Lead Clinical Trials Unit with patient representative, Mr Russell Goodway who is participating in the BioNTech colorectal study</i></p> <p>CL presented an overview of the BioNTech collaboration and its potential benefits for patients in Wales through innovative cancer vaccine trials and other therapeutic approaches. Mr Goodway, patient representative, also shared his perspective on the opportunities the Vaccine Programme brings to Wales, as well as providing context on patient communication issues and booking processes. The committee agreed that incorporating patient experiences and feedback leads to more patient-centered research and innovation. This collaboration is seen as a positive step towards enhancing the research climate and patient care in Wales.</p>	
<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 1, Financial Year 2024/25 along with noteworthy items from the RD&amp;I environment since the last meeting.</p> <p>Key highlights included:</p>	

	<ul style="list-style-type: none"> <li>• Welsh Patients benefit from increased access to pioneering clinical trials for cancer treatments.</li> <li>• Voluntary scheme for branded medicines pricing, access, and growth (VPAG).</li> <li>• Director of the UK Office for Life Sciences visits Wales.</li> <li>• LLAIS visit to Velindre Cancer Centre Clinical Research Treatment Unit.</li> <li>• Partners in Care Network research study support.</li> <li>• Empowering Patients &amp; Public: Shaping Future Research with Welsh Blood Service.</li> </ul> <p>The Research, Development &amp; Innovation Sub-Committee <b>NOTED</b> the contents of the Executive Medical Director Briefing.</p>	
<b>5.0</b>	<b>QUALITY, SAFETY AND PERFORMANCE</b>	
<b>5.1</b>	<p><b>Research, Development &amp; Innovation Performance Report</b>  <i>Led by the following:</i></p> <ul style="list-style-type: none"> <li>• <i>Sarah Townsend, Head of Research &amp; Development</i></li> <li>• <i>Rhydian Owen, R&amp;D Cancer Strategy Lead</i></li> <li>• <i>Jennet Holmes, Head of Innovation</i></li> <li>• <i>Professor Jane Hopkinson, Velindre Cancer Service Professor of Nursing and Interdisciplinary Cancer Care</i></li> <li>• <i>Dr Edwin Massey, Medical Director, Welsh Blood Service</i></li> <li>• <i>Amie Garwood-Pask, Deputy Head of Finance Business Partnering</i></li> </ul> <p>ST presented an update on activities of the Trust’s Research, Development and Innovation service for Quarter 1, Financial Year 2024/25.</p> <p>Key highlights included:</p> <ul style="list-style-type: none"> <li>• Successful collaboration with BioNTech, leading to significant investment and new trials in Wales.</li> <li>• Performance indicators for Q1 show stable activity with 245 studies at different stages, 63 active studies, and recruitment slightly up from the previous year.</li> <li>• Future reports will adopt a dashboard format for clearer presentation of performance indicators.</li> </ul> <p>Capacity and Resource Issues:</p> <ul style="list-style-type: none"> <li>• Radiotherapy: Ongoing collaboration with the radiotherapy service to manage capacity and ensure contractual obligations are met.</li> <li>• Pharmacy: New appointments and additional resources to address capacity issues and manage a small backlog of trials.</li> <li>• Biopsies: Continued collaboration with Cardiff and Vale to manage radiological biopsy requirements for trials.</li> </ul> <p>Financial Performance:</p> <ul style="list-style-type: none"> <li>• Income: Slightly below target due to timing but not expected to impact the overall financial position.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Savings: On track to deliver the targeted savings of £230,000 for the financial year.</li> <li>• Invoice Payments: Compliance with the 30-day payment target is improving but remains below the required 95%.</li> </ul> <p>Strategic Initiatives:</p> <ul style="list-style-type: none"> <li>• Cardiff Cancer Research Hub: Progress on formalizing the partnership agreement and developing a website for a unified front door for industry partners.</li> <li>• Innovation Projects: Launch of the Simply Do platform pilot for patient communication and securing funding for small grant schemes to support innovation.</li> </ul> <p>Welsh Blood Service:</p> <ul style="list-style-type: none"> <li>• Engagement Panel: Enhancing the patient and public involvement panel to support research and grant applications.</li> <li>• Strategy Update: Ongoing development and approval process for the Welsh Blood Service RDI strategy</li> </ul> <p>ST reiterated that the Radiotherapy Risks Reporting is now included as an appendix of the RD&amp;I Integrated Performance Report. This has been previously discussed at the RD&amp;I Operational Management Group Meeting and will continue through the RD&amp;I Governance Framework onwards to RD&amp;I Sub-Committee.</p> <p>The Committee discussed at length, the content of the quarterly report and congratulated all on the content but suggests condensing the report as follows:</p> <ul style="list-style-type: none"> <li>• Within the Executive Summary Section of the cover paper, highlight three key issues within the main report that are key for this Committee, along with any risks emerging from these issues. In outlining the above, the Chair is expecting all presenters to talk to these headlines only and not the detail in the report which will be taken as read.</li> <li>• Produce a dashboard for more efficient reporting and monitoring of RD&amp;I activities and performance.</li> </ul> <p>The Research, Development &amp; Innovation Sub-Committee <b>NOTED</b> the RD&amp;I Integrated Performance Report for Quarter 1, Financial Year 2024-25.</p>	<b>ST</b>
<b>6.0</b>	<b>PLANNING AND STRATEGIC DEVELOPMENT</b>	
<b>6.1</b>	<p><b>Welsh Blood Service Research, Development &amp; Innovation Strategy Project Update</b></p> <p><i>Led by Dr Sian James, Head of Research, Development and Innovation Services, Welsh Blood Service</i></p> <p>SJ presented an update on the Welsh Blood Service Research, Development &amp; Innovation Strategy Project.</p> <p>Key Points Highlighted:</p>	

	<ul style="list-style-type: none"> <li>• The strategy has been refined based on feedback from the previous review, with adjustments made to the material and structure.</li> <li>• The strategy is moving through the approval process, with endorsements sought from the RD&amp;I Sub-Committee for onward submission to the Strategic Development Committee and Trust Board.</li> <li>• Emphasis on sharing the strategy with other health boards and stakeholders to ensure alignment and awareness, i.e. The Blood Health National Oversight Group in Wales.</li> <li>• Inclusion of quality and equality impact assessments to ensure comprehensive evaluation and alignment with organizational goals.</li> <li>• Focus on making the strategy engaging and accessible, with plans to enhance the presentation and communication of the strategy to internal and external stakeholders.</li> </ul> <p>The Research, Development &amp; Innovation Sub-Committee <b>ENDORSED</b> the WBS RD&amp;I Strategy Project for onward submission to Strategic Development Committee and Trust Board, noting its alignment with broader strategic goals and the importance of sharing the strategy with other health boards across Wales.</p>	
7.0	<b>INTEGRATED GOVERNANCE</b>	
7.1	<p><b>Research, Development &amp; Innovation Annual Effectiveness Survey 2023-2024</b>  <i>Led by Professor Andrew Westwell, Research, Development &amp; Innovation Sub-Committee Chair supported by all Committee members</i></p> <p>The Committee received the Research, Development &amp; Innovation Sub-Committee Annual Effectiveness Survey.</p> <p>Key points highlighted:</p> <ul style="list-style-type: none"> <li>• Noted positive feedback from the survey with few concerns.</li> <li>• Agreed on the importance of using the survey's insights for strategic planning and improving committee functions.</li> <li>• Feedback indicated that there is a need for clearer communication on the committee's strategic purpose and its role in escalating issues to higher committees. The committee plans to dedicate time to review its strategic purpose and improve its effectiveness based on the survey feedback. Progress will be reported in future Performance Reports.</li> <li>• The survey had a response rate of 12 out of 20, indicating a need for higher engagement in future surveys.</li> </ul> <p>The Research, Development &amp; Innovation Sub-Committee <b>APPROVED</b> the Annual Effectiveness Survey 2023-2024.</p>	
7.2	<p><b>Research, Development &amp; Innovation Annual Committee Report 2023-2024</b>  <i>Led by Professor Andrew Westwell, Research, Development &amp; Innovation Sub-Committee Chair &amp; Non Gwilym, Interim Head of Corporate Governance</i></p>	

	<p>The Committee received the Research, Development &amp; Innovation Sub-Committee Annual Committee Report.</p> <p>Key Areas Covered:</p> <ul style="list-style-type: none"> <li>• Outlined the committee's roles and responsibilities, ensuring alignment with its terms of reference.</li> <li>• Details the attendance and participation of committee members throughout the year.</li> <li>• Report highlights the committee's key objectives and how they have been met over the year.</li> <li>• The process for escalating issues to the QS&amp;P Committee and Trust Board is detailed, ensuring proper governance and oversight.</li> </ul> <p>The Research, Development &amp; Innovation Sub-Committee <b>ENDORSED</b> the Annual Report for onward submission to the Quality, Safety &amp; Performance Committee &amp; Trust Board for approval.</p>	
<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 14th May 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 14th May 2024.</p>	
<b>8.2.2</b>	<p><b>Advancing Radiotherapy Fund Highlight Report</b>  <i>Led by Dr James Powell, Consultant Oncologist</i></p> <p>The Committee received the Advancing Radiotherapy Fund Highlight Report and noted the following:</p> <ul style="list-style-type: none"> <li>• The Advancing Radiotherapy Fund (ARF) is undergoing a strategic transition to the ARC project, with a focus on maintaining continuity in leadership and management. This transition is strategically planned to align with evolving research priorities and the development of research infrastructure.</li> <li>• Despite the transition, ongoing ARF projects continue to receive support and management, ensuring that there is no disruption to the progress and outcomes of these initiatives. The committee recognizes the importance of seamless project continuity during this period of change.</li> </ul>	

	The Research, Development & Innovation Sub-Committee <b>NOTED</b> the contents of the Advancing Radiotherapy Fund Highlight Report.	
<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>	
<b>10.0</b>	<b>ANY OTHER BUSINESS</b>	
<b>10.1</b>	<b>Communication &amp; Engagement</b>	
	<p>The following events were noted as taking place over the next few months:</p> <ul style="list-style-type: none"> <li>• MediWales: Members' Showcase - 8th October, The Maltings Cardiff</li> <li>• Health and Care Research Wales Conference 2024 - 10th October 2024, Sophia Gardens Cardiff</li> <li>• Welsh NHS Confederation Annual Conference and Exhibition - 6 November 2024, Cardiff City Stadium</li> <li>• MediWales Innovation Awards - 5th December 2024, Holland House Cardiff</li> </ul> <p>The Chair asked if we could consider a more strategic approach to attending external events and conferences to enhance Velindre's presence and engagement. NG to co-ordinate with Helen Robertson to ensure strategic attendance and representation at upcoming events such as MediWales Showcase, Health and Care Research Wales Annual Conference, NHS Confederation Annual Conference and MediWales Innovation Awards.</p>	<b>NG</b>
<b>10.2</b>	<p><b>Retirement of Professor Jane Hopkinson, Velindre Cancer Service Professor of Nursing and Interdisciplinary Cancer Care</b></p> <p>The Chair to write and formally acknowledge the impending retirement of Professor Jane Hopkinson, who has served as the Velindre Cancer Service Professor of Nursing and Interdisciplinary Cancer Care. Her dedication and hard work in promoting the Healthcare agenda within the Trust have been invaluable.</p> <p>On behalf of the Committee, we extend our heartfelt thanks to Jane for her contributions and wish her all the best in her retirement.</p>	<b>AW</b>

11.0	<b>DATE AND TIME OF THE NEXT MEETING</b>	
	The Public Research, Development & Innovation Sub-Committee will next meet on the <b>10th December 2024 from 10:00-1.00pm</b> at Trust Headquarters, 2 Charnwood Court, Parc Nantgarw, Cardiff.	
12.0	<b>CLOSE</b>	
	<p><b><i>The Research, Development and Innovation Sub-Committee is asked to adopt the following resolution:</i></b></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>	
13.0	<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>• Business Case : Innovation Small Grant Scheme</li> <li>• Business Case : Maximising cancer patient health outcomes and quality of life through further enhancing the Trust's critical mass and succession planning for research</li> </ul>	