

Minutes

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

Date 06/02/2024

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
Vicky Morris	Independent Member	VM
ATTENDEES		
Matthew Bunce	Executive Director of Finance	MB
Professor Jane Hopkinson	Velindre Cancer Service Professor of Nursing and Interdisciplinary Cancer Care	JHop
Chloe George	Head of Component Development, Welsh Blood Service	CG
Jennet Holmes	Head of Innovation	JH
Sian James	RD&I Facilitation Lead, Welsh Blood Service	SJ
Alan Prosser	Director, Welsh Blood Service	AP
Professor Robert Jones	Associate Medical Director for RD&I	RJ
Dr Edwin Massey	Medical Director, Welsh Blood Service	EM
Sarah Townsend	Head of Research & Development	ST
Nicola Williams	Executive Director of Nursing, AHPs and Health Science	NW
SECRETARIAT		
Sandra Cusack	Business Support Officer	SMC

1.0	PRESENTATIONS	
1.1	<p>A Partnership Approach to Establishing Serosurveillance in Wales <i>Presentation Led by Sian James, Head of Research, Development and Innovation Services, Welsh Blood Service & Sophie Harker, Senior Epidemiological Scientist, Public Health Wales</i></p> <p>Professor Andrew Westwell, Chair of the Research, Development & Innovation Sub-Committee welcomed and introduced Sian James, Head of Research, Development and Innovation Services, Welsh Blood Service & Sophie Harker, Senior Epidemiological Scientist, Public Health Wales.</p> <p>The Committee received in advance of the meeting the presentation slides. The presentation was regarding the establishment of a surveillance system as Wales experienced some of the highest rates of confirmed COVID-19 cases in Europe.</p> <p>The presentation was very well received by the Research, Development & Innovation Sub-Committee who conveyed their sincere thanks to both Sian James and Sophie Harker for the informative presentation.</p>	
2.0	STANDARD BUSINESS	
	The Chair opened the meeting and welcomed everyone in attendance.	
2.1	<p>Apologies Received:</p> <ul style="list-style-type: none"> • Dr Jacinta Abraham, Executive Medical Director and R&D Lead • Steve Ham, Chief Executive Officer • Debbie Harvey, Life Sciences Hub (Observer) • Rachel Hennessy, Interim Director of Cancer Services • Professor Donna Mead, OBE, Trust Chair • Dr Carys Morgan, Clinical Director, Velindre Cancer Services • Emma Stephens, Head of Corporate Governance 	
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"> • Sophie Harker, Public Health Wales (Item 1.1) • Christopher Cotterill-Jones, Research Delivery Manager (Item 4) • Catherine Davies, RD&I Senior Finance Business Partner (Item 4) • Amie Garwood-Pask, Deputy Head of Finance Business Partnering (Item 4) • Helen Robertson, RD&I Communications & Engagement Officer (Observer) 	
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 7th December 2023 <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 7th December 2023 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 Research, Development & Innovation Sub-Committee reviewed all actions identified as completed since the previous meeting and APPROVED to CLOSE. The remaining OPEN action was reviewed and updated.</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 Professor Robert Jones, Associate Medical Director for Research, Development & Innovation</i></p> <p>The Executive Summary Briefing reported high-level activities relating to Research, Development and Innovation during Quarter 3, Financial Year 2023/24 along with noteworthy items from the RD&I environment since the last meeting of the RD&I Sub-Committee.</p> <p>Key highlights included:</p> <ul style="list-style-type: none"> • Welsh Government / Health and Care Research Wales Annual Performance Review with Velindre University NHS Trust • Policy on the Use of Small Animals in Research • Moorhouse Consulting Workshops • Trust Board Development Session – RD&I • Welsh Blood Service – Improving Outcomes for Kidney Transplant Patients • Innovation Update <p>The Research, Development & Innovation Sub-Committee DISCUSSED and NOTED the contents of the Executive Medical Director Briefing.</p>	
3.2	<p>Trust Research, Development and Innovation Sub-Committee Risk Register Extract <i>Led by Sarah Townsend, Head of Research & Development</i></p> <p>Sarah Townsend reported that there were no open risks recorded on Datix for escalation to the February 2024 Research, Development & Innovation Sub-Committee, in-line with the Trust Board Risk Appetite.</p>	

	<p>As requested by the Committee, a Summary of the RD&I Risk Profile was presented, which shows that since the 1st April 2023 there are five risks recorded, three of which have been closed and two remain open. These risks are currently being adequately controlled with appropriate action plans and have not met the threshold for escalation.</p> <p>The Research & Development risks are recorded on the Trust R&D Office's risk register. Risks are reviewed through the RD&I governance route as appropriate and only escalated to a higher level where the Controls / Action Plan are unable to reduce the risk to an acceptable level.</p> <p>Sarah Townsend informed the Committee that the Radiotherapy resource issues as discussed at the last Committee Meeting, were being addressed through a Task and Finish Group and the risk register would be updated accordingly.</p> <p>The Research, Development & Innovation Sub-Committee DISCUSSED and NOTED the Risk Register Extract and Risk Profile Summary for RD&I.</p>	
4.0	STRATEGY, PERFORMANCE & DELIVERY	
4.1	<p>Welsh Blood Service Research, Development & Innovation Strategy Project Update <i>Led by Dr Sian James, Head of Research, Development and Innovation Services, Welsh Blood Service</i></p> <p>The Committee requested an update on progress to date with timelines for the WBS RD&I Strategy. The project has been delayed somewhat due to capacity issues and is now likely that the final document will be ready for consideration in early Spring 2024.</p> <p>The Research, Development & Innovation Sub-Committee NOTED the WBS RD&I Strategy Project Update.</p>	
4.3	<p>Health & Care Research Wales / VUNHST Annual Review Meeting <i>Led by Sarah Townsend, Head of Research & Development & Professor Robert Jones, Associate Medical Director for Research, Development & Innovation</i></p> <p>Formal feedback from Health and Care Research Wales was received by the Trust on the 2nd January 2024, describing the meeting as constructive, outlining the discussions and proposed next steps.</p> <p>A SMART action plan will now be developed to address the points raised as appropriate with timelines to be determined following further discussion within the RD&I Senior Core Team. The Trust will respond to HCRW feedback in due course as requested.</p> <p>The Research, Development & Innovation Sub-Committee NOTED the contents of the feedback letter and proposed next steps.</p>	

<p>4.4</p>	<p>Trust Research, Development, and Innovation Integrated Performance Report for Financial Year 2023/24, Quarter 2 <i>Led by Sarah Townsend, Head of Research & Development</i></p> <p>Sarah Townsend provided an update on activities of the Trust’s Research, Development and Innovation service during Quarter 3, Financial Year 2023/24. The newly revised report provides an update of activities against the Trust’s Research, Development, and Innovation service’s strategic priorities.</p> <p>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 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> <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.</p> <p>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.</p> <ul style="list-style-type: none"> • Performance Indicators <i>Led by Christopher Cotterill Jones, Research Delivery Manager</i> <p>The study performance rankings and key performance indicators was discussed and noted by the Committee.</p> <ul style="list-style-type: none"> • Welsh Blood Service <i>Led by Dr Edwin Massey, Medical Director</i> 	<p>JHop</p>
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	<p>The WBS RD&I dashboard and project portfolio supported by Sian James was discussed and noted by the Committee.</p> <ul style="list-style-type: none"> • Innovation <i>Led by Jennet Holmes, Head of Innovation</i> <p>The Committee discussed and noted the Innovation Update and addressed the following points for noting:</p> <ul style="list-style-type: none"> - 7.2 ByYourSide – Localising Pfizer’s Global Patient Cancer App. A follow-up meeting with the Head of IG/Head of Innovation to have further ongoing discussions surrounding the app. - 7.3 All Wales, Rapid Access Palliative Radiotherapy Project. A request was noted to circulate the report to the Executive Director of Finance. - 7.6 Wheelchair Asset Tracking / Audit Software. The Committee noted that the innovation team will meet with digital services before moving forward to identify any potential barriers to implementing this software with current VCC infrastructure, and to avoid duplication with any similar audit or tracking software being considered for the new hospital build. <ul style="list-style-type: none"> • Financial Report <i>Led by Amie Garwood-Pask, Deputy Head of Finance Business Partners</i> <p>Catherine Davies was introduced as the new member of the RD&I Finance Team and was welcomed by the Committee.</p> <p>The Committee noted the Financial Report for Quarter 3 of Financial Year 2023/24 and that the format in the next report will include a finance dashboard.</p> <p>The Research, Development & Innovation Sub-Committee Sub-Committee DISCUSSED and NOTED the RD&I Integrated Performance Report for Quarter 3, Financial Year 2023-24.</p>	<p>JH</p> <p>JH</p> <p>AGP</p>
5.0	<p>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.</p>	
5.1	<p>CONSENT - FOR APPROVAL</p>	
	<p>No Items for Approval.</p>	
5.2	<p>CONSENT - FOR ENDORSEMENT</p>	
	<p>No Items for Endorsement.</p>	
5.3	<p>CONSENT - FOR NOTING</p>	

	No Items for Noting.	
6.0	<p>ANY OTHER BUSINESS</p> <p><i>Led by Professor Andrew Westwell, Chair of the Research, Development & Innovation Sub-Committee</i></p> <p>No prior items have been raised for consideration under Any Other Business.</p>	
7.0	HIGHLIGHT REPORT TO THE TRUST QUALITY SAFETY & PERFORMANCE COMMITTEE	
	<p>Members to identify items to include in the Highlight Report to the Trust Board:</p> <ul style="list-style-type: none"> • For Escalation • For Advising • For Assurance For Information <p>ACTION: ST to support the development of a draft Highlight Report for approval by the Chair of the Research, Development & Innovation Sub-Committee.</p>	ST
8.0	DATE AND TIME OF THE NEXT MEETING:	
	The Public Research, Development & Innovation Sub-Committee will next meet on the 14th May 2024 from 10:00-12.00pm at Trust Headquarters, 2 Charnwood Court, Parc Nantgarw, Cardiff.	
9.0	CLOSE	