

MINUTES OF THE PUBLIC TRUST BOARD – PART A

VELINDRE UNIVERSITY NHS TRUST HQ / SKYPE THURSDAY 30TH APRIL 2020 @ 11:00AM

PRESENT:

Professor Donna Mead	Chair (Chair)
Mr Stephen Harries	Interim Vice Chair
Ms Janet Pickles	Independent Member (until 12:55pm)
Mr Martin Veale	Independent Member
Mrs Hilary Jones	Independent Member
Mr Gareth Jones	Independent Member
Mr Steve Ham	Chief Executive
Mr Mark Osland	Executive Director of Finance and Informatics
Dr Jacinta Abraham	Executive Medical Director
Mrs Nicola Williams	Executive Director of Nursing, Allied Health Professionals and Health Scientists
Mrs Sarah Morley	Executive Director of Workforce and OD

IN ATTENDANCE:

Mr Carl James	Director of Transformation, Planning, & Digital
Mrs Lauren Fear	Interim Director of Corporate Governance
Mr Stephen Allen	Community Health Council (CHC) Representative
Ms Cath O'Brien	Interim Chief Operating Officer

Agenda No.:	Agenda Item
	<p>A MINUTES SILENCE IN MEMORY OF NURSE DONNA CAMPBELL WAS HELD AT THE START OF THE TRUST BOARD MEETING</p> <p>Led by Professor Donna Mead (Chair)</p> <p><i>In memory of Donna Campbell the Board noted their affection and thoughts at this sad time with a minute's silence. The Board were informed that on the 16th April 2020, that the Clap for NHS Wales was held in memory of Donna and a very fitting tribute to a much loved colleague.</i></p>

1.0.0	STANDARD BUSINESS
1.1.0	APOLOGIES Led by Professor Donna Mead (Chair) <ul style="list-style-type: none"> • Prof Donald Fraser, IM • Barbara Burbidge, PLG.
1.2.0	IN ATTENDANCE Led by Professor Donna Mead (Chair) <ul style="list-style-type: none"> • Rhian Gibson, Charity Director (item 6.3) • Kate Febry, Audit Wales
1.3.0	DECLARATIONS OF INTEREST Led by Professor Donna Mead (Chair) Nil
1.4.0	MATTERS ARISING
1.4.1	Action Log Led by Professor Donna Mead (Chair) Mrs Lauren Fear summarised the Action Log for the Board and updated briefly on the open actions as listed in the report. Mr Martin Veale requested an update on Health Technology Wales (HTW) and Mr Steve Ham confirmed a briefing for the Board will be done shortly detailing the part they have played during COVID-19. The Board NOTED the update.
2.0.0	CONSENT ITEMS Led by Professor Donna Mead (Chair)
2.1.0	FOR APPROVAL
2.1.1	Minutes from the Public Trust Board meeting held on the 26th March 2020 Led by Prof Donna Mead (Chair) The Minutes were APPROVED .
2.1.2	Chairs Urgent Action Report Led by Lauren Fear, Interim Director of Corporate Governance The Chairs Urgent Action Report received and APPROVED .

2.1.3	<p>Corporate Governance Arrangements in response to Covid-19 Led by Lauren Fear, Interim Director of Corporate Governance</p> <p>The Corporate Governance Arrangements Report were received and APPROVED.</p>
2.1.4	<p>Variation to Standing Orders - Board Committee Arrangements in response to Covid-19 Led by Lauren Fear, Interim Director of Corporate Governance</p> <p>The variations to the Standing Orders and Board Committee Arrangements were for received and APPROVED.</p>
2.1.5	<p>Variation to Standing Orders and Standards of Behaviour Framework – The Declaration of Gifts During Response to Covid-19 Led by Lauren Fear, Interim Director of Corporate Governance</p> <p>The interim arrangements to the variation of the Standing Orders and the Standards of Behaviour Framework – the declaration of Gifts during COVID-19 was received both at Audit Committee 21st April 2020 and today at Board 30th April 2020 and APPROVED.</p>
2.2.0	FOR NOTING
2.2.1	<p>Revised Annual Report Timetable 2019-2020 in response to Covid-19 Led by Lauren Fear, Interim Director of Corporate Governance</p> <p>The revised annual report was was received both at Audit Committee 21st April 2020 and today at Board 30th April 2020 and APPROVED.</p>
2.2.2	<p>Board Decision Required for Commitments Exceeding £100k Led by Mark Osland, Director of Finance</p> <p>NOTED a nil return on expected expenditure</p>
3.0.0	<p>COVID-19 UPDATE Oral update Led by Steve Ham, Chief Executive Officer and Executive Colleagues</p> <p>Mr Steve Ham gave an oral update to capture the COVID-19 developments for the last month and summarised as below:-</p> <p><u>VCC</u></p> <ul style="list-style-type: none"> • The bed model at VCC has seen a huge change to 47 bed ward & 8 assessment beds • The Oxygen supply increased in the hospital facility • Activity for patients has reduced (which is no different to other patterns in the HBs) • Acute bed occupancy is starting to increase again <p><u>WBS</u></p> <ul style="list-style-type: none"> • New collection model in place with fixed venues • Good donor collection attendance at clinics • Convaslent Plasma involvement – will be discussed in the agenda

	<ul style="list-style-type: none"> • NAT machine to be used to enable increased testing <p>Mr Ham confirmed that the next phase is to re-start essential services and the start of a recovery phase. Obviously, clinical modelling and anticipating future surges is the challenge in planning and supporting staff going forward.</p> <p>The Board were briefed regarding a new communications approach with a Q&A session with staff of the Trust on Friday 24th April 2020. The Chair was keen to note the positive feedback from staff and that there will be a plan to do more sessions which will become a regular forum for communicating with Staff going forward.</p> <p>Mr Ham welcomed Ms Sarah Morley back to work and confirmed that Sarah will be undertaking a piece of work to review the way we work as an Organisation, as we move into recovery phase</p> <p>The Chair informed the Board about a very informative presentation from Dr Jacinata Abraham received in Gold Command today and it will form part of the Board Briefing agenda on the 14th May 2020.</p> <p>Actions:</p> <ul style="list-style-type: none"> • Board Briefing 14th May 2020 – two substantial items:- <ul style="list-style-type: none"> - Ways of Working – Sarah Morley/Lauren Fear - Mobilisation of essential services / phasing – Jacinata Abraham/ Carl James • Invite IMs to Q&S sessions in the future <p>The Board NOTED the update.</p>
4.0.0	KEY REPORTS
4.1.0	<p>Chairs Update Led by Professor Donna Mead (Chair)</p> <p>The Chair summarised her Chairs report for the Board.</p> <p>Mr Gareth Jones formally noted the Board's Congratulations to the Chair on the announcement of her Fellowship with the Learned Society of Wales. The mission of the Society is to promote excellence and scholarship, inspire learning and to benefit the nation.</p> <p>The Board NOTED the updated.</p>
4.2.0	<p>CEO Update Led by Steve Ham, Chief Executive Officer</p> <p>Mr Steve Ham summarised his CEO Report for the Board.</p> <p>In addition to this and the oral update on COVID-19, Mr Ham briefed the Board on a change to the Governance arrangements for NWIS - noting that the Interim Director of NWIS has been formally designated as an Accountable Officer.</p> <p>The Chair also informed the Board that there will be an investigation, by the ICO, on the letter breach. The Board will receive further updates in due course.</p>

	<p>Mr Martin Veale confirmed that NWIS moving to a Strategic Health Authority is currently on pause with further advice to follow.</p> <p>Mr Martin Veale, noted for the minutes, the stirring work, that has been led by NWIS as the NHS workforce moved to a more mobile and virtual way of working. The Board wanted to note their appreciation and thanks.</p> <p>Mr Martin Veale asked for clarification that the mis-reporting of deaths for COVID-19 was the responsibility of individual Health Boards (HBs) and it was confirmed that was the process for NHS Wales.</p> <p>The Board were assured that the Velindre University NHS Trust was reporting in line with the requirements.</p> <p>The Board NOTED the updated.</p>
5.0.0	RISK
5.1.0	<p>VUNHST Risk Register</p> <p>Led by Lauren Fear, Interim Director of Corporate Governance</p> <p>Mrs Lauren Fear summarised the Trust Risk Register and confirmed that she is working the Army colleagues with regards to the risk work and progressing the risk control processes is still continuing in the background.</p> <p>The Risk Register was presented to Board and now includes the COVID-19 risk and the approach to the phases and priority areas of work.</p> <p>There will additional risk assessments being undertaken and will progress through the usual path with the Executive Management Board (EMB) and will be received at the May 2020 Board.</p> <p>The following risks are currently under development and will be brought to EMB in May for consideration and will be reported to Board in May as appropriate:</p> <ul style="list-style-type: none"> • Ventilation system in VCC • Financial risks resulting from COVID-19 • Legal risks resulting from COVID-19 <p>The Board formally noted their thanks with regards the completed work on the Pharmacy Technical Services and agreed to remove the risk from the Turst Risk Register</p> <p>Mr Gareth Jones queried the risk 10451 regarding Orpheus and his concern at the lack of confidence with the supplier contract as the risk was increasing. Mr Stephen Harries conveyed his concern also and requested a formal update to be received at Board to receive assurance at Board level. Mr Harries confirmed that this would normally be received at the IG&IM&T Committee but due to the stand down of the Committee that this had not been discussed.</p> <p>The Chair asked Dr Jacinta Abraham on the status of the Consultant recruitment and a request for a refresh of the risk to be undertaken through progression in the recovery plan.</p>

	<p>Mr Martin Veale updated the Board on discussions with Shared Services and whether it is a time to review the various levels and what catastrophic (level 5 impact) actually means. The Board noted that this will be discussed as part of the Risk work going forward.</p> <p>Action:</p> <ul style="list-style-type: none"> • Orpheus update to be received at Board and circulated to the Board – Cath O'Brien • Refresh of the risk register and in particular those new risks above and the ongoing risks discussed above – Lauren Fear <p>The Board APPROVED the risk register</p>
6.0.0	PLANNING & PERFORMANCE
6.1.0	<p>Performance Update Report - Oral Update</p> <p>Oral Update Led by Carl James, Director of Transformation, Planning & Digital & Cath O'Brien, Interim Chief Operating Officer</p> <p>Mr Carl James gave a summary of discussions with Welsh Government (WG) and confirmed that he is working through the reporting metrics and the priority areas to manage the performance reporting requirements.</p> <p>This will be phased into the process in the next 6-12 months and the Trust will have a framework in place to present to the Board by the end of May 2020.</p> <p>The Board NOTED the update.</p>
6.2.0	<p>Convalescent Plasma Collection by Welsh Blood Service</p> <p>Led by Cath O'Brien, Interim Chief Operating Officer</p> <p>Mrs Cath O'Brien informed the Board that the members of the Q&S Committee were briefed on the 29th April 2020 and confirmed Phase 1 is to collect Fresh Frozen Plasma (FFP) from the blood from donors that have positive antibodies for COVID-19. The process is fully regulated and detailed in the report.</p> <p>The Chair requested a formal notice that WG has requested this initiative. Mrs Cath O'Brien reported that this is in train.</p> <p>Mrs Cath O'Brien updated the Board about producing the product and noted that there is a Clinical Reference Group who will decide where it can be trialled (UK trial). This will need to be contextualised for Welsh use and further updates will be provided in due course.</p> <p>Action:</p> <ul style="list-style-type: none"> • Formal notice that WG is supporting this initiative is required for the Board – Cath O'Brien <p>The Board NOTED the update and the recommendations outlined in the report.</p>
6.3.0	<p>Financial Update - Year End Financial Outturn - Oral Update</p> <p>Oral Update Led By: Mark Osland, Executive Director of Finance</p>

	<p>Mr Mark Osland confirmed the end of year out turn had been circulated to the Board but noted that there could be small changes and was confident that the Statutory Accounts will be ready for the 27th May 2020 deadline and presented to the Board at the end of June 2020.</p> <p>Mr Osland confirmed that for the 2021 financial plan that is aligned with the IMTP but will need to be refreshed due to current COVID-19 costs. This will be worked through as we progress through the next couple of weeks.</p> <p>The Chair wanted to formally note her thanks to the Finance Team and Mr Osland confirmed that the majority of finance team are working from home and managing to deliver on the end of year commitments. Mr Osland confirmed that he has passed his thanks to the staff.</p> <p>The Board NOTED the update.</p>
6.4.0	<p>Impact of Covid-19 on Velindre University NHS Trust Charity Led by Ms Rhian Gibson, Charity Director</p> <p>Ms Rhian Gibson joined the Board at 12 noon to discuss the plan for the Charity as outlined in the paper.</p> <p>Ms Gibson confirmed that the Charity is very reliant on events and only likely to re-arrange approximately 50% of the planned events due to social distancing guidelines. This is the reason for a cautious approach to income.</p> <p>In terms of the last 6 weeks, the fundraising office closed as it was a difficult time to fundraise. Within a couple of weeks, the Charity had engaged with our Ambassadors and Patrons to convey messages of support, particularly in supporting staff and patients with appeal fundraising i.e. Amazon Wishlist, Food support and new companies to support staff and patients.</p> <p>The plan would be to bring them into the Trust to thank them, to continue that partnership and to work with them going forward. Ms Gibson is very keen to keep the profile of VCC very much in the focus. Tonight (Thursday 30th April 2020) the Charity is filming specialist nursing and their role in this pandemic.</p> <p>Charity Fundraising activity during Coronavirus in summary:-</p> <ul style="list-style-type: none"> • Velindre Charity Frontline Just Giving Appeal • Velindre Charity Fundraising funds Clinical Nurse Specialists who are working on the frontline providing exceptional care to our patients • Appeal "There is now more need than ever for psychology and wellbeing support services, also funded by the charity, to support our staff and patients through these extremely challenging. If you can help support these crucial people and services please donate here." • The Big Sleep Out in Aid of Velindre (Ambassador – Tracey Davies) - Raising money by encouraging families to go on a camping adventure in their own garden or home • The Pound-A-Press-Up Challenge (Ambassador – Simon Ford) • Family challenge in your own home stay safe and get into shape • Shane Williams 774 mile Challenge - Shane cycles 774 miles (the distance he would have covered if his events during the lockdown had not been cancelled) • 2.6 Challenge (Mass participation led by President Jonathan Davies) • UK wide fundraising – be a stay at home hero initiative – set up by major events organisers • (including Run4Wales - Cardiff Bay10k partner)

	<ul style="list-style-type: none"> • Morgan Stoddart 1,000 mile Cycle - Morgan Stoddart and over 100 supporters completing a 1,000 mile cycle in May • Cory Band Virtual Performance <p>In development to be confirmed:</p> <ul style="list-style-type: none"> • Rhod Gilbert's Virtual Quiz • Mass on-line Raffle • Virtual Q and A with patrons • Grants and Donations during Coronavirus • The Charity, supported by Dr Tom Crosby were successful in applying for a grant with the Moondance Foundation for £50,000 • Hugh James Solicitor's Charity Partners donated £10,000 from their Charitable Funds <p>Action, in response to a query from Mr Gareth Jones, it was decided to</p> <ul style="list-style-type: none"> • To review the legal position with the Charity Commission should an event not go ahead and funds had been raised – will need this information for closing the accounts - Mr Mark Osland/Ms Rhian Gibson
6.4.1	<p>Charitable Funds Financial Briefing Paper</p> <p>Led by Mark Osland, Director of Finance and Rhian Gibson, Charity Director</p> <p>Mrs Mark Osland summarised the full report as set out in the Velindre University NHS Charitable Funds Briefing Report Month 12 – March 2020. Regarding investment; Appendix 1 – will show Market Update from Brewin Dolphin 17.04.2020</p> <p>Mr Stephen Harries requested clarity on naming the income source from the RD&I trial as detailed in the report and Mr Osland will confirm that he will look into this and report back to Board.</p> <p>Mr Mark Osland presented the proposed plan and the summary of commitments against the Charities of unrestricted funds for the Board. Mr Stephen Allen, CHC, asked if the Trust can access WG funds and Ms Rhian Gibson confirmed that the Trust is part of the NHS Charitable Funds association and will receive some income as part of the scheme.</p> <p>The Chair summarised the briefing and confirmed the discussion that the Charity can fund the current commitments but would be reluctant to take on any additional commitments at this point. The Board were informed that repeat requests, to extend projects, will need to be considered carefully. The Charity will also need to understand what the future planning assumptions will be and will need to be very cautious in the Charity's approach moving forward.</p> <p>Action:-</p> <ul style="list-style-type: none"> • The Charity Funds committee is to meet and consider the Trust's approach – noting that it is still unclear on how fundraising will progress. <p>The Board thanked the Charity Director for attending Board and NOTED the update.</p>
7.0.0	INTEGRATED GOVERNANCE
7.1.0	<p>Governance Recovery Phase Activity</p> <p>Led by Lauren Fear, Interim Director of Corporate Governance</p>

	<p>Mrs Lauren Fear summarised the Governance Recovery phase and outlined two main aims:-</p> <ol style="list-style-type: none"> 1. To be clear how actions are being managed 2. Confirmed way of cataloguing of the recovery log <p>To confirm Mrs Fear has worked with Executive Leads and the IM Chairs and have gone through all the Committee action logs and confirmed a plan for the Committee moving forward. This has involved changes to the cycle of business and a review of the actions. The details are outlined in the presentation and will be covered as out of committee actions.</p> <p>The Audit Action Tracker and actions have been analysed and taken through Audit Committee.</p> <p>Mr Carl James confirmed that Item 7.1.b – the IMTP has been deemed approvable and noted that the plan still stands but it has been paused and is just for noting today at Board 30 April 2020.</p> <p>The Chair thanked Mrs Fear for her oversight of the work and NOTED the update.</p>
7.2.0	<p>Quality & Safety Committee Highlight Report - Oral Update</p> <p>Oral update led by Janet Pickles, Independent Member (Chair of the Quality & Safety Committee).</p> <p>The Quality & Safety Committee met on the 29th April 2020 and the Board will receive a written highlight report at the Trust Board in May 2020.</p> <p>The Chair picked up this item and noted the real achievements in the policy for death in service, the ambient hold progress and the amazing frozen stem cell work.</p> <p>Mrs Nicola Williams noted her thanks in relation to the staff and their response in doing the best for patients/donors.</p> <p>The Board NOTED the update.</p>
7.3.0	<p>Audit Committee Highlight Report</p> <p>Oral Update Led By Martin Veale, Independent Member (Chair of the Audit Committee)</p> <p>Mr Martin Veale summarised the Audit Highlight Report and confirmed that many items were discussed earlier in the meeting.</p> <p>In summary:</p> <ul style="list-style-type: none"> • Agreeing the date for signing off the annual accounts at the end of June • Confirmed Internal audit had largely completed their work and had sufficient information to feed into WG. • Note the new name Welsh Audit Office – now Audit Wales but note no change to their statutory duty <p>Mr Veale reported on the NWSSP Audit Committee and confirmed Andy Butler and Neil Frow did note their thanks and appreciation to the VUNHST Board for their support with signing off the procurement.</p>

	<p>The Chair wanted to thank her IM colleagues with the swift turnaround of comments approvals for the out of Board Chairs Urgent action.</p> <p>The Board NOTED the update.</p>
7.4.0	<p>Transforming Cancer Services Programme Scrutiny Committee Highlight Report - Oral Update</p> <p>Oral Update Led By Stephen Harries, Vice-Chair and Chair of the TCS Scrutiny Committee</p> <p>The TCS Programme Scrutiny Committee met on the 27th April 2020 and a written highlight report will be submitted to the Trust Board in May 2020.</p> <p>The main area for discussion was the nVCC and Enabling Works Timelines for Submission of Planning Applications and will be discussed in item 7.4.1.</p> <p>The Board NOTED the update.</p>
7.4.1	<p>nVCC and Enabling Works Timelines for Submission of Planning Applications</p> <p>Mr Carl James summarised the report and requested the Board to note the delay in submitting two planning applications for the new Velindre Cancer Centre (nVCC) and Enabling Works (EW).</p> <p>The Board is requested to endorse the pausing of the planning application and Mr Steve Ham confirmed that he has informed the NHS CEO in Welsh Government on the status and will follow this up in writing.</p> <p>Mr Stephen Harries confirmed the approval of the revised new ToR and the 3 Independent Members on the membership with the open invite to the rest of the Board.</p> <p>Mr Stephen Allen requested further information on the engagement with the community and a status report.</p> <p>Action:</p> <ul style="list-style-type: none"> • Provide Mr Stephen Allen further information of further engagement with the community and a status report – Carl James • Mr Steve Ham confirmed that he has informed the NHS CEO in Welsh Government on the status and will follow this up in writing – Steve Ham <p>The Board NOTED the update.</p>
8.0.0	<p>ANY OTHER BUSINESS</p> <p>Prior Approval By the Chair Required</p>
9.0.0	<p>DATE AND TIME OF THE NEXT MEETING</p> <p>28th May - Virtual meeting</p>
10.0.0	<p>CLOSE</p> <p>The Board is 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>
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