

**PWYLLGOR CRONFA ELUSENNOL  
CHARITABLE FUNDS COMMITTEE**

<b>DYDDIAD Y CYFARFOD: DATE OF MEETING:</b>	21 June 2024
<b>TEITL YR ADRODDIAD: TITLE OF REPORT:</b>	Bronglais General Hospital Chemotherapy Day Unit Project Update
<b>CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:</b>	Andrew Carruthers, Director of Operations
<b>SWYDDOG ADRODD: REPORTING OFFICER:</b>	Peter Skitt, County Director Ceredigion Rachel Stuart, Capital Planning Project Manager

**Pwrpas yr Adroddiad (dewiswch fel yn addas)  
Purpose of the Report (select as appropriate)**

Er Gwybodaeth/For Information

**ADRODDIAD SCAA  
SBAR REPORT**

**Sefyllfa / Situation**

This paper provides a current position update on the Bronglais General Hospital (BGH) Chemotherapy Day Unit (CDU) project following the approval by the Corporate Trustees in March 2024 to proceed with the revised floor plan and to endorse a maximum contribution of additional charitable funds to bridge the shortfall following tender return of £389,468.91 from the Support for Life Responses Fund (T600).

**Cefndir / Background**

It has long been recognised that the physical environment of the current CDU at BGH, currently located within part of the Leri Ward on the ground floor of the hospital, is not fit for purpose. Whilst the excellent clinical teams involved deliver the very best care possible, the current environment is in need of modernising to allow the very best of care to be given. As a result, an internal project group was formed to explore the options to develop a new CDU within BGH to ensure that a safe, local and fit for the future solution is implemented for the delivery of chemotherapy and associated medicines for our patients.

The case for change remains as follows:

- An “Oncology Services Review 2015” undertaken by HDdUHB highlighted that the physical environment of the BGH CDU was unsatisfactory for both patients and staff in the unit.
- A Haemato-Oncology and Lung Cancer Peer Review 2016 highlighted that the CDU area was functionally unsuitable and there had been documented issues around patient confidentiality, dignity, privacy and safety.

The BGH CDU Project Group was established in 2017 to ensure a safe, local and fit for the future solution for the delivery of chemotherapy (and associated medicines) for Ceredigion patients.

At the CFC meeting held on 20 September 2019, Members approved and agreed the development of a fundraising appeal under the umbrella of Hywel Dda Health Charities for a new CDU at BGH, subject to confirmation of the availability of the proposed location for the development, following the pilot of the shared care model with Y Banwy and Enlli Ward.

The Hywel Dda University Health Board (HDdUHB) Public Board meeting held on 26 September 2019 agreed the proposal/ business case for the Y Banwy Option. The Business Case proposed that a fundraising appeal be developed under the umbrella of Hywel Dda Health Charities to meet the shortfall in funds required for the CDU development.

Since March 2020, Y Banwy ward at BGH has been used successfully for coronavirus patients, with evidence suggesting that retaining this facility would be of considerable benefit for any future service flexibility. Alternative plans have, therefore, been developed for the CDU to remain at its current location.

At the CFC meeting held on 15 September 2020, a verbal update was provided by Mandy Rayani, Director of Nursing, Quality & Patient Experience, reminding members that the fundraising appeal had been approved at a CFC meeting on 20 September 2019, subject to the availability of a suitable location. The appeal was due to be launched in April 2020; however, was subsequently put on hold until a suitable location for the unit was identified following the pandemic, with an update to be provided when further plans are in place.

At the BGH CDU Project Group Meeting held on 24 September 2020, plans were presented to retain the CDU on an extensively refurbished Leri Day Unit, with the form former Renal Unit being used as a decant facility.

At the HDdUHB Executive Team (ET) meeting on 24 March 2021, an update report on the revised re-location plans, funding assumptions and timelines were presented. The outcome of that meeting was to hold a formal charitable funds and Discretionary Capital Programme (DCP) discussion around funding the current projected shortfall.

At the CFC meeting held on 30 June 2021, the Committee approved the development of a fundraising appeal for a new CDU at BGH to meet a confirmed £0.5m shortfall with the remainder of funds in place based on the current DAF projection, subject to the development being approved at the July 2021 HDdUHB Public Board meeting. The CFC also endorsed and recommended for approval by the Corporate Trustee, an additional contribution of £671,301.09 from HDdUHB charitable funds for development.

On the 29 July 2021 HDdUHB Public Board gave approval to proceed in developing the revised option. On the 28 November 2023 the CFC endorsed the contribution of £912,989.00 from the Bronglais Chemo Appeal fund (T392) to the capital scheme for the new CDU as well as any future donations to the appeal fund.

In December 2023 following the scrutiny of the tender return which showed a projected project shortfall of £1,105,084.85, HDdUHB carried out a review of options. On the 22 February 2024 the Executive Team considered and approved a revised floor plan that fulfils the project brief and that had been clinically approved to allow the project to continue to be delivered. They also approved the approach to the CFC to request approval for the release of charitable funds to bridge the preferred options shortfall of £369,468.91 from HDdUHB General Charitable Funds and BGH General Charitable Funds.

On 12 March 2024 CFC noted the ETs approval to proceed with the Preferred Option – A Revised Floor Plan that fulfils the project brief and has been clinically approved and

endorsed and recommended for approval by the Corporate Trustee the contribution of additional charitable funds to bridge the preferred options shortfall of £389,468.91 from the Support for Life Responses Fund (T600).

On the 28 March 2024 the Corporate Trustees noted the ET and Charitable Funds Committee (CFC) approval to proceed with the Preferred Option – A Revised Floor Plan that fulfils the project brief and has been clinically approved and endorsed the maximum contribution of the additional charitable funds to bridge the preferred options shortfall of £389,468.91 from the Support for Life Responses Fund (T600).

## Asesiad / Assessment

### Current Activity

#### Internal Audit

On 18 April 2024 HDdUHB Internal audit began a review of the project to understand the reasoning for the variation between the estimated costs and subsequent tender return costs and the process followed for escalation of the funding shortfall and review of key decisions and approvals pertinent to the procurement process. The audit review has concluded and an advisory report identifying lessons for future learning is with the Executive Directors of Operations and Finance for sign off before wider sharing and management feedback.

#### Project Updates.

Since the last report to CFC the project has experienced a 12 working day delay in handing over site possession to the contractor, which was initially planned on the 13 May and subsequently carried out on the 30 May 2024. The delay is an out of scope – dependency issue of the project, caused by difficulties in the permanent re-location of HDdUHB staff from the Leri Unit (CDU) into the Aberystwyth Canolfan Rheidol Local Authority building and subsequent within the Bronglais site. The impact of this delay has resulted in additional costs of £28k (including VAT) and is currently subject to a full review by the contract administrator and cost advisor. All costs incurred will be absorbed by the project’s contingency arrangements which currently stands at £120k (inc VAT). This potential risk of this delay occurring was reported under risks to ET, CFC and the Corporate Trustees in the February and March 2024 reports.

#### Key Project Risks.

Risk	Mitigation
1. There is a risk of approved contract sum increases due to issues found when working in existing buildings and external factors such as weather, material delays etc, which could cause delays and cost increases to the project.	Management of works and contract management to follow HDdUHB standard procedures, duration and costs to be monitored through monthly progress meetings, the construction risk register, discretionary capital highlight reports and project team advised as applicable.
2. There is a risk of costs incurred if the final element of the permanent staff re-location is delayed, whilst a small number of HDdUHB staff continue to work from the Leri unit until their permanent re-location on the Bronglais site undergoes a small refurbishment. (This is an out of project scope – dependency issue)	Project change request agreement in place between contractor and Project Director for a small number of HDdUHB staff to remain on the Leri Unit (CDU) until 24 June 2024.  Client changes will be kept to a minimum and will not be actioned unless the effect on both cost and programme have been fully evaluated and the impact has been fully

	<p>considered on the proposed development and approved by the Project Director.</p> <p>Weekly reviews and monitoring to be undertaken by BGH Management Team.</p>
<p>3. There is a risk of additional costs being incurred above the currently reported £28k (including VAT) already seen from the delay in site possession handover. The risk will materialise from a subsequent contract administrator and cost advisor review of the delay on the full effect/non-effect. This is due to be completed w/c 24 June 2024.</p>	<p>Any costs incurred will be absorbed by the project's contingency arrangements which currently stands at £120k (inc VAT).</p>
<p>4. Failure to drawdown funds committed by the external charity Mid Wales Colo-Rectal Cancer Fund (£110,000).</p>	<p>Receipt of funds pending. Verbal commitment of funds provided in October 2020 and recently in October 2023 requiring written confirmation that the project is in construction.</p>
<p>5. There is a risk of disruption to adjacent clinical areas impacting on the wards business as usual, patient care and experience caused during the construction phase delivery of the project.</p>	<p>Estates Project Manager, contractor and BGH Management Team have established and put in place processes of managing and minimising noise, which will be managed on the project's construction risk register.</p> <p>BGH Management Team and the Project's Communications and Engagement Leads are working together to ensure staff and patients are communicated to as appropriate.</p>

#### Arts in Health Update.

The Arts and Health element of the project is progressing well. The artist designed proposal was approved at May's Project Group meeting. The proposals have been developed via ongoing engagement with patients, clinical and project staff. The Public Art Task and Finish group have staff, patients and public workshops planned over the summer months to feed into the artwork, along with an Aberystwyth Poet who will be working alongside the team.

#### Finance Position.

<b>1. Capital development</b>	<b>Total £inc VAT recovery</b>	<b>Status</b>
1.1 Revised Development Approval Form v.12A	3,073,861.00	27.02.24 – V12 (inclusive of the decant and Arts in Health)
<b>Total</b>	<b>3,073,861.00</b>	inc VAT
<b>2. Confirmed charitable funds</b>		
2.1 Ceredigion Cancer Services T865	287,496.00	CFC approval September 2019. Held in UHB charitable funds.
2.2 B.A. Jenkins Legacy Fund T322	259,977.00	CFC approval September 2019. Held in UHB charitable funds. Future interest growth also approved.

2.3 BGH Chemotherapy Day Unit Appeal Fund T392	97,364.29	CFC approval June 2021. Donation from the former trustees of the Mid Wales Scanner Appeal (Nov 2019). Restricted for the CDU development. Held in UHB charitable funds.
2.4 Ceredigion Cancer Services T865	173,936.80	CFC approval June 2021. 80% of fund balance as of 31/03/21.
2.5 Bronglais Hospital General Fund T330	400,000.00	CFC approval June 2021. Supported by the BGH Hospital Services Committee June 2021.
2.6 BGH Chemotherapy Day Unit Appeal Fund T392	1,029,671.00	28/11/23 The CFC endorsed the contribution of £912,989.00 from the Bronglais Chemo Appeal fund (T392) to the capital scheme for the new CDU as well as any future donations to the appeal fund.
2.7 Support for Life Responses Fund T600	350,954.91	Approval from Corporate Trustees on 28 03 24 to cover the shortfall from the Support for Life Responses Fund (T600). Maximum amount - £389,468.91.
<b>Total</b>	<b>2,599,400.00</b>	
<b>3. Funding pending from other sources</b>		
3.1 Mid Wales Colo-Rectal Cancer Fund	110,000.00	Receipt of funds pending. Verbal commitment of funds provided in October 2020 and recently in October 2023 requiring written confirmation of the project progression status.
<b>Total</b>	<b>110,000.00</b>	
<b>4. Confirmed funding from other sources</b>		
4.1 UHB discretionary capital funding	364,461.00	Approved as a pre-commitment from the UHB's 2024/25 discretionary capital programme.
<b>Total</b>	<b>364,461.00</b>	
<b>5. Total funds available / pending</b>		
<b>Total</b>	<b>3,073,861.00</b>	
<b>5. Funding balance</b>	<b>0.00</b>	

### Project Timeline

Due to the site possession delays discussed earlier the project timeline has been delayed by 12-working days.

Cancer Day Unit	Timescale
Site Set Up Commencement	30 May 2024
Construction	June 2024 to March 2025
Commissioning – Go Live	March to April 2025

### Argymhelliad / Recommendation

The Charitable Funds Committee is asked to **NOTE** the contents of this report.

<b>Amcanion: (rhaid cwblhau)</b> <b>Objectives: (must be completed)</b>	
Committee ToR Reference: Cyfeirnod Cylch Gorchwyl y Pwyllgor:	4.8 Seek assurance on delivery against Planning Objectives aligned to the Committee, considering and scrutinising the programmes and processes that are developed and implemented, supporting and endorsing these as appropriate
Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol: Datix Risk Register Reference and Score:	A project risk register is in place and is managed by the Project Group. Risks are summarised under the assessment section of this SBAR.
Parthau Ansawdd: Domains of Quality <a href="#">Quality and Engagement Act (sharepoint.com)</a>	1. Safe 2. Timely 3. Effective 4. Efficient
Galluogwyr Ansawdd: Enablers of Quality: <a href="#">Quality and Engagement Act (sharepoint.com)</a>	1. Leadership Choose an item. Choose an item. Choose an item.
Amcanion Strategol y BIP: UHB Strategic Objectives:	4. The best health and wellbeing for our individuals, families and communities Choose an item. Choose an item. Choose an item.
Amcanion Cynllunio Planning Objectives	4 Planned care, diagnostics and cancer Recovery
Amcanion Llesiant BIP: UHB Well-being Objectives: <a href="#">Hyperlink to HDdUHB Well-being Objectives Annual Report 2021-2022</a>	4. Improve Population Health through prevention and early intervention, supporting people to live happy and healthy lives Choose an item. Choose an item. Choose an item.

<b>Gwybodaeth Ychwanegol:</b> <b>Further Information:</b>	
Ar sail tystiolaeth: Evidence Base:	Hywel Dda University Health Board Oncology Needs Assessment 2015. Haemato-Oncology and Lung Cancer Peer Review reports (2016). Included in the body of the report
Rhestr Termiau: Glossary of Terms:	Included in the body of the report
Partïon / Pwyllgorau â ymgynhorwyd ymlaen llaw y Pwyllgor Cronfa Elusennol: Parties / Committees consulted prior to Charitable Funds Committee:	BGH CDU Project Group BGH Management Team Committee Mid-Wales Colorectal Group Mid-Wales Joint Committee

<b>Effaith: (rhaid cwblhau) Impact: (must be completed)</b>	
<b>Ariannol / Gwerth am Arian: Financial / Service:</b>	Included in the body of the report.
<b>Ansawdd / Gofal Claf: Quality / Patient Care:</b>	The refurbishment and upgrade of facilities is intended to improve patient facilities.
<b>Gweithlu: Workforce:</b>	No additional workforce costs are anticipated as a result of this development.
<b>Risg: Risk:</b>	Included within the body of this report.
<b>Cyfreithiol: Legal:</b>	Not applicable.
<b>Enw Da: Reputational:</b>	There is a reputational risk to the Health Board should the project be delayed or not be approved. This risk is highlighted and managed via the projects Risk Register under development by the Project Group.
<b>Gyfrinachedd: Privacy:</b>	PIA screening has indicated that a PIA will be beneficial. This will be undertaken and managed by the Project Group.
<b>Cydraddoldeb: Equality:</b>	<p>Equality Impact Assessment screening has been undertaken and, at this stage, does not indicate adverse impacts for protected groups. Engagement with service users on the proposals to date will commence shortly. The needs of protected groups will be considered at all stages and there will be continuing engagement with key stakeholders to inform developments.</p> <p>This development will assist the Health Board in meeting the duties of the Equality Act 2010 to eliminate discrimination and advance equality of opportunity in giving the Health Board an opportunity to tailor the Ward environment and service delivery to meet the needs of service users.</p> <p>The proposals will align with the Health Board's Transforming Clinical Service's vision and provide an accessible environment that promotes dignity and respect for all.</p> <p>The refurbishment of the CDU area will provide an opportunity to address the problems identified in relation to overcrowding, lack of privacy and compromise to dignity.</p> <p>Continuing engagement with staff and other key stakeholders will provide opportunities for feedback from all protected groups at all stages from planning and development through to delivery of services.</p>