



**PWYLLGOR CRONFA ELUSENNOL
CHARITABLE FUNDS COMMITTEE**

DYDDIAD Y CYFARFOD: DATE OF MEETING:	28 November 2023
TEITL YR ADRODDIAD: TITLE OF REPORT:	Development of the new Chemotherapy Day Unit at Bronglais General Hospital
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Andrew Carruthers, Director of Operations
SWYDDOG ADRODD: REPORTING OFFICER:	Peter Skitt, County Director Ceredigion

Pwrpas yr Adroddiad (dewiswch fel yn addas)

Purpose of the Report (select as appropriate)

Ar Gyfer Penderfyniad/For Decision

ADRODDIAD SCAA

SBAR REPORT

Sefyllfa / Situation

The purpose of this report is to present the Charitable Funds Committee (CFC) with an update on the development of the new Chemotherapy Day Unit (CDU) at Bronglais Hospital (BH). The report also requests formal approval of funds raised via the Bronglais Chemo Appeal for the development.

Cefndir / Background

A business case relating to the development of a new CDU at BH was approved at the Hywel Dda University Health Board's (HDdUHB) Public Board meeting on 26 September 2019. The development of a capital fundraising appeal under the umbrella of Hywel Dda Health Charities (HDdHC) to meet a shortfall in funding for the new CDU was then approved by the CFC in September 2019.

Asesiad / Assessment

1. Current position

The aim of the new CDU at BH is to ensure that the population of Ceredigion and the neighbouring counties of Powys and Gwynedd are treated in a modern and welcoming environment to match the outstanding care they receive from staff. The new CDU will provide:

- A significantly improved environment for patients, offering comfort in more modern surroundings.
- Additional facilities such as counselling rooms and private spaces to ensure the ability to deliver privacy and dignity to patients and their families.
- A fit-for-the-future environment to deliver chemotherapy and haematological services, resulting in greater clinical efficiency and effectiveness for clinical staff.

The project is nearing the construction phase which is planned to start at the beginning of January 2024. During this phase the new CDU will begin to take a physical shape.

The dedicated project team is currently progressing the detailed technical design that will ensure the unit meets the highest standards and delivers the expected benefit outcomes.

The current CDU is in the process of being decanted into a mobile treatment unit on the BH site, provided under the terms of a hire agreement from Tenovus Cancer Care, to allow construction to commence.

Below is a breakdown of the overall timeline for the project:

Planning and Construction	
Key phases	Timescales
Stage 0 - Project Planning Business Case/Discretionary Capital Projects	March 2021 to June 2022
Stage 1 - Estate Preparation and Brief	April 2022 to July 2022
Stage 2 - Concept Design	August 2022 to April 2023
Stage 3 - Technical Design / Tender	April 2023 to December 2023
CDU decant period	November 2023 to December 2024
Stage 4 - Construction & Commissioning	January 2023 to December 2024
'Go live' date	December 2024

2. Financial position

The current development costs have been estimated with a project out-turn cost of £2,532,925 (as per Development Approval Cost Form (DAF) v9 25.07.2023) and can be broken down as follows:

Capital Cost Summary

Ref	Detail	Net £	VAT @ 20% £	Gross £
5	Works Cost	1,432,244.78	286,448.96	1,718,693.74
6	Fees & charitable Funding Support	272,748.88	54,549.78	327,298.66
7	Non-works Costs	149,298.77	29,859.75	179,158.52
8	Equipment Costs (0% of (5))	172,212.55	34,442.51	206,655.06
9	Contingency (15% of 5)	129,724.48	25,944.90	155,669.38
10	Forecast Project Out-turn Cost (Pre VAT Recovery)	2,156,229.46	431,245.89	2,587,475.35
11	LESS RECOVERABLE VAT (DAF 5)		54,549.78	54,549.78
The	12 Forecast Project Out-turn Cost	2,156,229.46	376,696.12	2,532,925.58

DAF costs have increased from the costs estimated in 2021 (v4 £2,197,717.40) due to inflationary increases and consumer demands. (ref: DAF V9 25.07.2023)

The current position in relation to the funding confirmed or pending approval for the development can be broken down as follows:

1. Capital development	Total £	Status
1.1 Provisional Cost Estimate	2,532,925.58	DAF V9 25.07.2023 £78,000 decant costs included

Total	2,532,925.58	
2. Confirmed charitable funds	Total £	Status
2.1 Ceredigion Cancer Services T865	287,496.00	CFC approval September 2019
2.2 B.A. Jenkins Legacy Fund T322	259,977.00	CFC approval September 2019 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
2.4 Ceredigion Cancer Services T865	173,936.80	CFC approval June 2021.
2.5 Bronglais Hospital General Fund T330	400,000.00	CFC approval June 2021.
Confirmed charitable funds sub-total	1,218,774.09	
3. Funding pending from other sources	Total £	Status
3.1 Mid Wales Colo-Rectal Cancer Fund	110,000.00	Receipt of funds pending. Verbal commitment of funds provided in October 2020.
Total	110,000.00	
4. Confirmed funding from other sources	Total £	Status
4.1 HDdUHB discretionary capital funding	364,461.00	Approved as a pre-commitment from HDdUHB's 2023/24 discretionary capital programme.
Total	364,461.00	
5. Charitable funds pending approval	Total £	Status
5.1 BGH Chemotherapy Day Unit Appeal Fund T392	912,989.00	Funds donated to the Bronglais Chemo Appeal. Pending formal CFC approval.
Total	912,989.00	
6. Total funds available / pending	2,606,224.09	
7. Funding balance	73,298.51	

3. Bronglais Chemo Appeal

The Bronglais Chemo Appeal was launched in November 2021 and had exceeded its original target of £500,000 by September 2022. As of 31 October 2023, the balance of the Bronglais Chemo Appeal was £912,989.00.

The CFC is asked to endorse and recommend for approval by the Corporate Trustee 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.

Although the appeal had reached its target by September 2022 and all proactive fundraising for the appeal stopped, support for the appeal across mid Wales has continued. As it was predicted that construction costs would increase prior to tender award, all funds donated specifically to the Bronglais Chemo Appeal have continued to be accepted to the appeal fund.

Following tender return costs, any surplus funds held in the appeal will be transferred to the Ceredigion Cancer Services charitable fund to support those affected by cancer across mid Wales. This is in line with the purpose of the secondary purpose appeal that was launched allowing any remaining funds to be used for wider aims closely associated with the overall aim of the appeal:

- *'To provide a new Chemotherapy Day Unit for Bronglais General Hospital. Once this aim has been achieved, any surplus or unused funds will be used to relieve the needs of those affected by cancer across Ceredigion'.*

4. Financial governance and scheme of delegation

The BH CDU project is being delivered in line with both capital and charitable funds financial procedures.

The majority of project costs will follow the HDdUHB capital financial procedures with only zero-rated VAT purchase orders being raised directly to a charitable funds cost centre. These items will primarily be medical equipment.

All charitable funds approved for the scheme will be held in a central charitable fund (fund reference T392). Charitable funds will be transferred to the scheme's capital cost code B547 retrospectively on a monthly basis to negate any project costs incurred. Expenditure will be in line with the HDdUHB capital scheme of delegations summarised below and all expenditure will be reported to the BH CDU Finance, Estate, IM&T and Workforce Sub-Group and BH CDU Project Group meetings on a monthly basis.

The HDdUHB capital scheme of delegations is as follows:

- Level 1 - Director of Estates up to £74,999.99 & Digital Director up to £19,999.99
- Level 2 - Head of Capital Planning up to £499,999.99
- Level 3 - Assistant Director of Finance up to £1,000,000.00
- Level 4 - Director of Finance over £1,000,000.00

As the project progresses, any relevant risks or concerns will be escalated to the CFC by the BH CDU Project Group. A financial report and evaluation report will be submitted to the CFC by the BGH CDU Project Group following the completion of the project.

Argymhelliad / Recommendation

The Charitable Funds Committee is asked to:

- **NOTE** the update relating to the development of the new Chemotherapy Day Unit at Bronglais General Hospital.
- **ENDORSE** and **RECOMMEND FOR APPROVAL** by the Corporate Trustee the contribution of £912,989.00 from the Bronglais Chemo Appeal fund (T392) to the capital scheme for the new Chemotherapy Day Unit as well as any future donations to the appeal fund.
- **NOTE** the financial governance arrangements in place for expenditure relating to the development.

Objectives: (must be completed)	
Committee ToR Reference: Cyfeirnod Cylch Gorchwyl y Pwyllgor:	6.1 Within the budget, priorities and spending criteria determined by the UHB as trustee, and consistent with the requirements of the Charities Act 2011 (or any modification of these acts), to apply the charitable funds in accordance with its respective governing documents. 6.3 To ensure that the UHB policies and procedures for charitable funds investments are followed. 6.19 Expenditure in excess of £50,000 will require the approval of the Charitable Funds Committee. Expenditure over £100,000 will require the approval of the Corporate Trustee.
Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol: Datix Risk Register Reference and Score:	Any risks are summarised under the assessment section of this SBAR. A project risk register is maintained by the BGH CDU Project Group and is managed by the project team.
Galluogwyr Ansawdd: Enablers of Quality: Quality and Engagement Act (sharepoint.com)	7. All apply
Parthau Ansawdd: Domains of Quality Quality and Engagement Act (sharepoint.com)	1.1 Health Promotion, Protection and Improvement 3.1 Safe and Clinically Effective Care 3.3 Quality Improvement, Research and Innovation
Amcanion Strategol y BIP: UHB Strategic Objectives:	All Strategic Objectives are applicable
Amcanion Cynllunio Planning Objectives	Not Applicable
Amcanion Llesiant BIP: UHB Well-being Objectives: Hyperlink to HDdUHB Well-being Objectives Annual Report 2021-2022	10. Not Applicable

Gwybodaeth Ychwanegol: Further Information:	
Ar sail tystiolaeth: Evidence Base:	Not Applicable
Rhestr Termiau: Glossary of Terms:	Included within the body of the report.

Partion / Pwyllgorau â ymgynhorwyd ymlaen llaw y Pwyllgor Cronfa Elusennol: Parties / Committees consulted prior to Charitable Funds Committee:	Bronglais General Hospital Chemotherapy Day Unit Project Group Head of Hywel Dda Health Charities Finance Business Partner – Planning & Major Projects Planning Project Manager
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Effaith: (rhaid cwblhau) Impact: (must be completed)	
Ariannol / Gwerth am Arian: Financial / Service:	Included within the body of this report.
Ansawdd / Gofal Claf: Quality / Patient Care:	The refurbishment and upgrade of facilities is intended to improve patient facilities and will provide a significantly improved environment for patients to offer comfort in more modern surroundings.
Gweithlu: Workforce:	Not applicable.
Risg: Risk:	Included within the body of the report.
Cyfreithiol: Legal:	The Bronglais Chemo Appeal was developed in line with Charity Commission guidance and fundraising regulations.
Enw Da: Reputational:	Should the scheme be delayed or not proceed there is a reputational risk to HDdUHB if the funds donated for the development could not be used for the purpose they were intended for.
Gyfrinachedd: Privacy:	Not applicable.
Cydraddoldeb: Equality:	No EqIA is considered necessary for the development of the fundraising appeal.