

**Actions of the meeting held on  
Wednesday 07 January 2009, 09:30**

**Yorkshire Cancer Network**

**Sandal Rugby Club, Milnthorpe Green, Sandal, Wakefield, WF2 7DY**

**Present:**

Dr G Haslam	Bradford and Airedale Teaching PCT
Dr C Bradley	Bradford Teaching Hospitals NHS Foundation Trust
Mr P Holdsworth	Calderdale and Huddersfield NHS Foundation Trust
Professor M Baker	Leeds Teaching Hospitals NHS Trust
Ms J Myers	
Ms L McDonald	Macmillan Cancer Support
Mrs A Watson	Mid Yorkshire Hospitals NHS Trust
Mrs J Cawtheray	NHS Calderdale
Dr G Wardman	
Mr R Webster (Chair)	
Ms L Turner	NHS Kirklees
Dr M Walsh	NHS Leeds
Mr J Hancock	NHS North Yorkshire and York
Dr R Markham	
Ms J Thorpe	NHS Wakefield District
Ms J Feather	Overgate Hospice
Mr H Butcher	User Partnership Group
Ms A Hughes	York Hospitals NHS Foundation Trust
Dr K Smith	Yorkshire and The Humber SCG & PCT Collaborative
Miss P Atha	Yorkshire Cancer Network
Mrs C Ferguson	
Mr D Thomson	
Mr B Tinkler	
Mrs J Toovey	
Dr D Jackson	Yorkshire Cancer Research Network

**Apologies**

Ms M Allinson, Mr S Duffy, Ms C Edwards, Dr B Jindal, Mr M Neligan, Dr P Selby

<b>2. Action Log from the last meeting</b>			
Log No	Action	Lead(s)	Deadline
186	Agreed as a true record.	N/A	N/A
<b>2.1 Bradford Head &amp; Neck service update</b>			
Log No	Action	Lead(s)	Deadline
187	<p>► Action 166/167:</p> <p>Georgina Haslam provided an update on behalf of BTHFT. She confirmed Bradford's commitment to deliver an IOG compliant service on behalf of the west of the Network by March 2009.</p> <p>A letter dated 10.12.08 from Miles Scott, CE at BTHFT assured the Board of their commitment and progress will be fully reported to the Board.</p> <p>Monthly updates to be provided until resolved.</p>	N Neary	04/02/2009

<b>2. Action Log from the last meeting</b>			
<b>2.2 Network Patient Pathways: Governance sign-off</b>			
Log No	Action	Lead(s)	Deadline
<b>188</b>	<p>► Action 168:</p> <p>Carol Ferguson provided a summary Board paper along with the draft "Governance Arrangements for Developing and YCN Endorsement of Patient Pathways" paper.</p> <p>At the November 2008 Management Board a discussion took place regarding the process for approving the backlog of draft patient pathways developed through Network site-specific groups.</p> <p>At the annual meeting of Trust Lead Managers and Commissioners on 17.12.08 it was agreed to hold a workshop involving appropriate stakeholders to define the escalation criteria for pathways where there is significant change requiring Board ratification. This work will be completed by February 2009. Details of the final approved process will be circulated widely once complete.</p> <p>The Board agreed stages 1 &amp; 2 of the process for pathway development and the stakeholder involvement.</p> <p>To report back on completion of the escalation criteria.</p>	C Ferguson	28/02/2009
<b>189</b>	To involve the SHA Lead for Strategic Change in this work to take account of the wider configuration issues (e.g. Caruthers Report).	C Ferguson	28/02/2009
<b>2.3 YCN Lung Cancer Group - project proposal</b>			
Log No	Action	Lead(s)	Deadline
<b>190</b>	<p>► Action 176:</p> <p>At the December meeting the Board agreed to prioritise service improvement work to streamline a sustainable lung cancer pathway for across the Network that improves both patient outcomes and experience. It was agreed that external project management support would be used.</p> <p>Agreement was reached that the work will be undertaken in collaboration with the Lean Healthcare Academy who will be providing project management and facilitation support in partnership with the Network Service Improvement team.</p> <p>Carol Ferguson provided a paper outlining the Project Framework. The Board recognised that detailed work of this nature may expose significant service redesign issues. Locality Groups will be pivotal in ensuring these issues are addressed. The non-statutory and voluntary organisations were welcome to be involved in this work.</p> <p>It was agreed to develop a detailed project plan which will identify the time commitment required from individuals within localities for circulation to Board members before the February Board. A progress report will be provided at the June Board as previously agreed.</p>	C Ferguson	04/02/2009
<b>2.4 Mid Yorkshire upper GI &amp; pancreatic diagnostic MDT</b>			
Log No	Action	Lead(s)	Deadline
<b>191</b>	<p>► Action 125:</p> <p>Angela Watson on behalf of MYHT stated that progress has been made. An appointment of a second WTE CNS has been made. The MDT meets weekly and is regularly attended.</p> <p>No further action.</p>	N/A	N/A

**2. Action Log from the last meeting**

**2.5 Fertility services for cancer patients - update**

Log No	Action	Lead(s)	Deadline
192	<p>► Action 171:</p> <p>The Board were informed of some interim work that would be progressed by the Network until the Fertility Policy is available.</p> <p>A web-based survey for all referring MDTs has been devised to scope current practice and the extent of any unmet need to gain an understanding of the capacity needed in the service.</p> <p>Kevin Smith &amp; Carol Ferguson to discuss and agree when and what advice SCG require from the YCN and report back.</p> <p>Carol Ferguson to link with Pia Clinton-Tarestad, Assistant Director of Commissioning (policy lead), Specialist Commissioning Team.</p>	C Ferguson/K Smith	March 2009

**3. NRAG implementation - procurement & preferred options**

Log No	Action	Lead(s)	Deadline
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193	<p>► Action 184/185:</p> <p>At the December Board it was agreed to have a fuller discussion on the four options presented in a paper to meet the National Radiotherapy Advisory Group (NRAG) recommendations for radiotherapy services. Members were asked to reflect on the options and feedback. The Board would then submit its recommendation to SCG.</p> <p>Barry Tinkler reported that LTHT supported the Hub and Spoke option and CHFT, Calderdale PCT and Kirklees PCT supported the Hub and Spoke (options 3 or 4) and offered to house a satellite unit in either Calderdale or Huddersfield.</p> <p>Apologies were received from Cathy Edwards (invited to provide further clarity on the procurement process). Board members reiterated the importance of understanding the funding streams and timescales before giving full consideration of the options. It was noted that Cathy Edwards is coordinating a meeting between the 3 Cancer Network Leads, SCG, YHSHA and the national lead for consistency of approach.</p> <p>It was agreed to update the December Board paper outlining service delivery to include the procurement process; timescales and the process by which clinical insight and input will be fed into the procurement process. Reissue to locality groups to reconsider the options and their respective position for feedback.</p> <p>Escalate to SCG to provide the required information as a matter of urgency.</p>	S Duffy/B Tinkler	16/01/2009
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<b>4. NCAG Report - recommendations and implications for YCN</b>			
Log No	Action	Lead(s)	Deadline
<b>194</b>	<p>David Thomson, YCN Lead Pharmacist provided an overview of his paper outlining the implications for the YCN following the National Chemotherapy Advisory Group (NCAG) draft report on "Chemotherapy Services in England: Ensuring Quality and Safety" published for consultation on 12th November 2008 (deadline 4th February; final report expected ~April). The aim of the NCAG report is to bring about a step change in the quality and safety of chemotherapy services for adult patients and sets out a framework for planning and monitoring services based on a care pathway model and the actions that need to be taken by commissioners and providers.</p> <p>The paper provides an outline summary of the key recommendations. Three key areas were focused upon:</p> <ul style="list-style-type: none"> <li>• 3.2.1 Acute oncology - expected to be significant work around service development.</li> <li>• 3.2.9 Models of service delivery - three levels of chemotherapy services for solid cancers are proposed.</li> <li>• 3.2.17 Commissioning - to plan, procure and monitor service delivery and agree where level 1,2 &amp; 3 services will be provided.</li> </ul> <p>The YCN Chemotherapy Group propose to focus on 5 work streams, briefly summarise below and requested support from the Board for immediate action:</p> <ol style="list-style-type: none"> <li>1. To coordinate an immediate self assessment against current peer review measures by 16.01.09.</li> <li>2. To map current provision, agree where level 1,2 &amp; 3 services will be provided and support development of acute oncology services.</li> <li>3. To develop a standard YCN "dataset" and develop proposals for electronic data collection.</li> <li>4. Develop and agree the YCN "approved regimen" list and governance arrangements.</li> <li>5. On publication of final guidance, to identify the additional policies, protocols and documentation for each step of the chemotherapy care pathway.</li> </ol> <p>The Board noted the draft guidance and recommendations and supported the five work streams to be carried out by the YCN Chemotherapy Group.</p>	D Thomson/D Jackson	Review April 2009
<b>195</b>	Providers to ensure their involvement in the work streams around the gap analysis.	Acute Trust Representatives	16/01/2009
<b>196</b>	Individual organisations to feed back on the consultation to jane.whittome@gstt.nhs.uk.	All	04/02/2009
<b>197</b>	To discuss the principles of the reconfiguration of chemotherapy services and agreeing the level 1,2 & 3 services at SCG when final guidance is published and YCN Chemotherapy Group report to the Board.	B Tinkler	Review April 2009
<b>198</b>	The Board requested further discussion on implementation of the recommendations; clarity on the "status" of the report (i.e. accountability and to whom) and how the dataset work fits in with other data collection.	D Thomson/D Jackson	Review April 2009

<b>5. Prevention awareness, early diagnosis &amp; inequalities</b>			
Log No	Action	Lead(s)	Deadline
<b>199</b>	<p>Graham Wardman presented a proposal for the development of a YCN strategy to identify and develop approaches to meeting the challenges of improving prevention, awareness, early diagnosis and reducing inequalities. This will work towards achieving the national targets for reducing mortality and improving patient outcomes.</p> <p>It is proposed that a task and finish group be established to carry out a scoping exercise with a view to developing a framework to bring back to the Board for discussion and agreement.</p> <p>The Board agreed to support the development of a network wide strategy in prevention, awareness, early diagnosis and reducing inequalities.</p> <p>To arrange a one-off meeting to develop the proposals.</p>	B Tinkler/G Wardman	31/03/2009
<b>200</b>	Volunteers to be involved in this work to contact Graham Wardman.	All	04/02/2009
<b>6. Any Other Business</b>			
Log No	Action	Lead(s)	Deadline
<b>201</b>	<p>► YCN Annual Report 2007/08</p> <p>Rob Webster announced the publication of the YCN Annual Report (available on the YCN website; limited number of hard copies circulated).</p> <p>He thanked Board members for supporting the Network to ensure we continue to deliver high quality care for our population.</p> <p>Locality Groups to provide a summary report for inclusion in the 2008/09 YCN Annual Report.</p>	Locality Group Chairs	03/06/2009
<b>7. Date and time of next meeting</b>			
Log No	Action	Lead(s)	Deadline
<b>202</b>	<p>Board members were reminded of the Time-Out on 4th February which would also coincide with the SCG(N) meeting. Those who attend SCG(N) were asked to ensure appropriate representation at both meetings.</p> <p>(ADDENDUM - Board Time-Out put back to Wednesday 1st April).</p>	All	01/04/2009

**Date of Next Meeting(s)**

Wednesday 4th February 2009 9:30 am  
Sandal Rugby Club, Milnthorpe Green, Sandal, Wakefield, WF2 7DY

Wednesday 4th March 2009 9:30 am  
Sandal Rugby Club, Milnthorpe Green, Sandal, Wakefield, WF2 7DY

Wednesday 1st April 2009 9:00 am  
Cedar Court Hotel, Wakefield

Wednesday 1st April 2009 10:15 am  
Cedar Court Hotel, Wakefield [Time Out]

Wednesday 6th May 2009 9:30 am  
Sandal Rugby Club, Milnthorpe Green, Sandal, Wakefield, WF2 7DY

Wednesday 3rd June 2009 9:30 am  
Sandal Rugby Club, Milnthorpe Green, Sandal, Wakefield, WF2 7DY

Wednesday 1st July 2009 9:30 am  
Sandal Rugby Club, Milnthorpe Green, Sandal, Wakefield, WF2 7DY

Wednesday 5th August 2009 9:30 am  
Sandal Rugby Club, Milnthorpe Green, Sandal, Wakefield, WF2 7DY

Wednesday 2nd September 2009 9:30 am  
Sandal Rugby Club, Milnthorpe Green, Sandal, Wakefield, WF2 7DY

Wednesday 7th October 2009 9:30 am  
Sandal Rugby Club, Milnthorpe Green, Sandal, Wakefield, WF2 7DY

Wednesday 4th November 2009 9:30 am  
Sandal Rugby Club, Milnthorpe Green, Sandal, Wakefield, WF2 7DY

Wednesday 2nd December 2009 9:30 am  
Sandal Rugby Club, Milnthorpe Green, Sandal, Wakefield, WF2 7DY