

Actions of the meeting held on
Wednesday 04 March 2009, 09:30

Yorkshire Cancer Network

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

Present:

Ms D Gulliford	Airedale NHS Trust
Dr G Haslam	Bradford and Airedale Teaching PCT
Mr M Neligan	
Ms M Neary	Bradford Teaching Hospitals NHS Foundation Trust
Ms C Rock	
Mrs S Ebbage	Harrogate and District 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)	
Dr B Jindal	NHS Kirklees
Ms L Turner	
Mrs S Frier	NHS Leeds
Mr J Hancock	NHS North Yorkshire and York
Dr R Markham	
Ms L Driver	NHS Wakefield District
Ms J Feather	Overgate Hospice
Mr H Butcher	User Partnership Group
Mr M Harvey	York Hospitals NHS Foundation Trust
Dr K Smith	Yorkshire and The Humber SCG & PCT Collaborative
Miss P Atha	Yorkshire Cancer Network
Mr S Duffy	
Mrs C Ferguson	
Ms F Stephenson	
Mr B Tinkler	
Mrs J Toovey	

Apologies

Ms M Allinson, Ms A Ballarini, Dr C Bradley, Dr J Dent, Dr P Earnshaw, Ms A Hughes, Dr D Jackson, Dr P Selby, Mr P Turner, Dr M Walsh

2. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
226	<p>► Action 204: Bradford Head & Neck service</p> <p>Janet Cawtheray reported that from CHFTs perspective, not all specialist cases had transferred to Bradford.</p> <p>Rob Webster agreed to amend the action log to read "all appropriate specialist Head & Neck cases are now being carried out in Bradford" as this was reported at the time.</p> <p>With this amendment the action log was agreed as a true record.</p>	P Atha	04/03/2009

2. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
227	<p>▶ Action 204: Bradford Head & Neck service</p> <p>Sean Duffy to seek clarity on remaining issues with the service.</p>	S Duffy	01/04/2009
2.1 Transfer of Upper GI & pancreatic work to Leeds - update			
Log No	Action	Lead(s)	Deadline
228	<p>▶ Action 124</p> <p>LTHT reported that the revised deadline of 31st March 2009 for the transfer of pancreatic services to Leeds would not be met. The appointment of a pancreatic surgeon has not taken place and a locum surgeon has left. Contingency arrangements are in place, LTHT are supporting the Bradford MDT and patients will be moved on a case by case basis. Currently looking at reconfiguring existing team.</p> <p>LTHT to provide a brief action plan with timescales for the transfer, agreed by the YCN Lead Team.</p>	J Myers/YCN Lead Team	25/03/2009
2.2 Fertility services for cancer patients - update			
Log No	Action	Lead(s)	Deadline
229	<p>▶ Action 192</p> <p>Carol Ferguson confirmed that she had met with Kevin Smith and the SCG Fertility Lead and agreement has been reached on the process for considering the needs of cancer patients as part of the SCG Infertility Policy, which is to be completed by April 2010.</p> <p>The Network team will continue work to improve the referral pathway for appropriate patients.</p> <p>Kevin Smith explained that an expert fertility panel is being established to develop the policy. The issues around indefinite storage and commissioning will be raised at the first meeting. Clinicians from each of the three Networks will be invited to a future meeting to present cancer specific issues that need to be addressed.</p> <p>The Board received confirmation that there will be no changes to existing service contract arrangements until discussions have taken place between lead clinicians and the SCG around long term storage and other cancer related issues.</p> <p>Kevin Smith to liaise with Matt Walsh over the commissioning discussions and separate meetings are set up between the SCG Fertility Lead and LTHT about interim arrangements.</p>	K Smith	03/06/2009
230	<p>Carol Ferguson to continue work with referring MDTs/ NSSGs to clarify what should be happening now based on current guidelines and policy.</p>	C Ferguson	01/04/2010

2. Action Log from the last meeting			
2.3 Supportive & Palliative Care IOG implementation update			
Log No	Action	Lead(s)	Deadline
231	<p>► Action 208-211</p> <p>June Toovey confirmed the commissioner representative on the Supportive and Palliative Care (SPC) Steering Group as Lorraine Turner, NHS Kirklees.</p> <p>The action plan template indicating National, Network and Locality levels of responsibilities for the implementation of the priorities in the SPC Guidance is being circulated to localities (sent 05.03.09).</p> <p>June Toovey will support localities and attend Locality Group meetings.</p> <p>Any localities requiring extra advice and support with the implementation to contact June Toovey.</p>	Localities	31/12/2009
232	Localities to confirm their SPC Lead to June Toovey.	Localities	20/03/2009
2.4 Children & Young Peoples IOG - Funding agreement process			
Log No	Action	Lead(s)	Deadline
233	<p>► Action 213</p> <p>NHS Leeds confirmed that their contracting team are taking the challenge process and agreeing the final funding level for the SMDT in 2009/10 forward as a matter of urgency.</p> <p>To update progress at the next meeting.</p>	M Walsh	01/04/2009
2.5 AML17 Trial - Excess Treatment Costs			
Log No	Action	Lead(s)	Deadline
234	<p>► Action 223:</p> <p>The Board were informed of SCG approval for the AML 17 trial, subject to ethics approval.</p>	N/A	N/A
2.6 Co-payment - Consultation and interim Network approach			
Log No	Action	Lead(s)	Deadline
235	<p>► Action 218-222</p> <p>The February Board paper (outlining the proposed advice to organisations in considering patients wishing to purchase additional care) has been amended, the agreement form removed and has been sent for legal opinion.</p> <p>On completion, circulate to the Board and Margaret Edwards at the SHA.</p>	B Tinkler	16/03/2009

3. Palliative Care/End of Life Care Group			
Log No	Action	Lead(s)	Deadline
236	<p>Charlotte Rock, Chair of the YCN Palliative Group gave a presentation to the Board on the implementation of the End of Life Strategy and the SHA Healthy Ambitions End of Life Care workstream, along with the implications and challenges for the sub-regional End of Life Care (EoLC) Group and Locality Groups.</p> <p>The YCN Palliative Care Group will adapt to form one of 3 sub regional EoLC groups, reporting to the Y&H Regional EoLC Steering Group. Terms of Reference are out for consultation and there will be a broader representation on the group, including commissioners and non-cancer representatives. Proposed accountability of the group was also outlined. The Board requested strengthening of links with Locality EoLC groups.</p> <p>Charlotte Rock made recommendations to the Board on an approach to meet the 7-day week 9-5 specialist palliative care face to face assessment. She described the results of an audit of the service in 2006/07 and outlined the recommendations requiring Board support to be carried out within the next 2 years, recognising this would be non-compliant service during this period.</p> <p>The Board discussed a review of the current service provision; issues around skills and capacity; how primary care is integrated to support the service and how Out of Hours (OOH) providers (NHS Direct, Access & Assess and the Yorkshire Ambulance Service) is incorporated.</p> <p>Rob Webster reinforced EoLC as a high priority of the PCT Chief Executives following the Healthy Ambitions report.</p> <p>The Board agreed that Locality Groups review current service utilisation and take this into account in determining how best to implement the national policy for 7-day week 9-5 face to face assessment.</p>	Locality Groups	01/07/2007
237	Locality Groups to provide a formal report to the Board on progress of implementing the End of Life Care strategy.	Locality Groups	01/07/2009
238	To lead on the review of the DNAR aspects of the OOH form and ambulance services in relation to EoLC with the aim of developing a single approach for the SHA region.	Bradford & Airedale PCT	01/07/2009
239	<p>The Board thanked Charlotte Rock for her presentation and the on-going work of the group.</p> <p>Circulate presentation with the action log.</p>	P Atha	13/03/2009

4. Peer Review Validation Process Proposals			
Log No	Action	Lead(s)	Deadline
240	<p>Fiona Stephenson, YCN Project Manager, provided an overview of the proposal to develop a unified Network wide Cancer Peer Review (CPR) internal validation process.</p> <p>She described the change of emphasis from the previous Peer Review process. Organisations are now required to internally assure the quality of cancer services through a programme of self-assessment and internal validation supported by a targeted visit programme. The principles of CPR, safety and quality of service delivery, improving patient experience and sharing best practice remain unchanged.</p> <p>The proposal is to adopt a "Panel Review" approach, whereby a small panel undertakes a review of the team/NSSGs self assessment, prior to a face to face meeting with the team/NSSG. The constitution of the panels for the MDT/ service and the NSSG are outlined in the paper.</p> <p>It was emphasised that the process must be supported and agreed by Chief Executives and retain clinical involvement. PCTs are expected to be more involved in the process. Service users are included on the proposed panel membership.</p> <p>Concerns were raised on the logistical and complex issues of the process and the time commitment.</p> <p>Hugh Butcher requested high quality training in preparation for the service user on the panel; proposed 2 service users for support and consideration of an honorarium for service users in line with the national CPR.</p> <p>The Board agreed the recommendations to support a unified Network process for internal validation through a "panel review" approach, subject to any objections being received within next 14 days.</p> <p>The Board agreed that localities validate MDTs and NSSGs including those who have undertaken a self assessment in preparation of a peer review visit, as part of the National Peer Review cycle (Breast, Lung, Gynae, UGI, Urology, Skin).</p>	All	18/03/2009
241	<p>The following recommendations to strengthen the panel were received. These were for local determination but should include:</p> <ul style="list-style-type: none"> ■ an executive director for cancer ■ SCG commissioner on SMDT panels ■ non-statutory representative ■ PCT non executive director (if appropriate) <p>It was noted that consistency of panel membership may not always be achieved.</p> <p>The Board agreed that the core membership should be defined and optional members are listed.</p> <p>Fiona Stephenson to action amendments.</p>	F Stephenson	04/03/2009
242	Panel training to be co-ordinated as required.	F Stephenson	On-going
243	Key themes (outcomes; risks; good practice) from the internal assessments to be brought back to the Board.	YCN Lead Team	On-going

5. YCN Commissioning Group Terms of Reference			
Log No	Action	Lead(s)	Deadline
244	<p>The Board were presented with the draft Terms of Reference for the newly constituted YCN Commissioning Group.</p> <p>Issues around delegated authority of commissioners were discussed. It was re-emphasised that the group should be given the authority to act unless a decision destabilises an organisation; requires formal consultation; involves reconfiguration of services or there are issues around serious risk or reputation.</p> <p>John Hancock reassured the Board that a clear written record of decisions will be taken and quarterly and annual reports will be made to the Board.</p> <p>The Board agreed to the Terms of Reference for the newly constituted Commissioning Group subject to amendment and clarity regarding delegated authority to harmonise with the Western PCT Chief Executives Group.</p> <p>Barry Tinkler and Kevin Smith to action and produce a flowchart of the proposed governance arrangements.</p>	B Tinkler/K Smith	25/03/2009
245	<p>In terms of core membership, the Board agreed the following amendments:</p> <ul style="list-style-type: none"> ■ Primary Care representation, pooled from representatives on the Board and the YCN Primary Care Group. ■ Service user representative <p>PCTs to ensure appropriate representation (be able to act and make commissioning decisions on behalf of their organisation).</p>	PCT/Primary Care/User representatives	04/03/2009
6. Board Performance Report			
Log No	Action	Lead(s)	Deadline
246	<p>The quarterly Board Performance Report was discussed. The following areas of concern were highlighted: levels of smoking cessation; uptake of breast and cervical screening and performance against the 62-day target, particularly lung and urology.</p> <p>Smoking cessation will form part of the "Prevention awareness, early diagnosis and inequalities" meeting taking place on 6th April.</p> <p>The Network team is providing support in lung and urology.</p> <p>Sean Duffy to liaise with John Hancock and the Screening Collaborative around cervical cytology and breast screening uptake.</p>	J Hancock/S Duffy	03/06/2009
247	<p>Mark Baker referred to Section 6 of the report, highlighting the decline in mortality rates for the YCN being less than the national average. Recent figures show a halt in the decline and in certain areas an increase in mortality. NYCRIS and the YHPHO are undertaking some work in this area and will be holding an "experts" workshop to investigate this.</p> <p>Outcomes to be fed back through the Board Performance Report discussions.</p>	M Baker	03/06/2009
7. Time Out			
Log No	Action	Lead(s)	Deadline
248	<p>The Board were informed that a communication will be sent out in advance for members to consider and reflect upon in preparation of the Time-Out.</p> <p>Rob Webster reinforced the importance of the functionality of the Board and encouraged members to attend.</p>	All	01/04/2009

Date of Next Meeting(s)

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

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

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

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

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

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

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

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

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

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