

Actions of the meeting held on
Wednesday 06 May 2009, 09:30

Yorkshire Cancer Network

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

Present:

Ms D Gulliford	Airedale NHS Trust
Ms M Neary	Bradford Teaching Hospitals NHS Foundation Trust
Dr J Dent	Calderdale and Huddersfield NHS Foundation Trust
Ms B Martin	Harrogate and District NHS Foundation Trust
Ms J Myers	Leeds Teaching Hospitals NHS Trust
Ms L McDonald	Macmillan Cancer Support
Mr S Nahk	Mid Yorkshire Hospitals NHS Trust
Mrs A Watson	
Dr G Haslam	NHS Bradford & Airedale
Mr M Neligan	
Mrs J Cawtheray	NHS Calderdale
Ms L Turner	NHS Kirklees
Mrs S Frier	NHS Leeds
Dr M Walsh	
Mr J Hancock	NHS North Yorkshire and York
Dr R Markham	
Ms L Driver	NHS Wakefield District
Dr P Earnshaw	
Ms M Allinson	User Partnership Group
Mr H Butcher	
Mr N Wilson	York Hospitals NHS Foundation Trust
Miss P Atha	Yorkshire Cancer Network
Mr S Duffy	
Mrs C Ferguson	
Mr B Tinkler	
Mrs J Toovey	

Apologies

Ms A Ballarini, Ms L Booth, Dr C Bradley, Mrs J Edgeley, Ms J Feather, Dr D Jackson, Dr P Selby, Dr K Smith, Dr G Wardman, Mr R Webster

1. Welcome and Apologies			
Log No	Action	Lead(s)	Deadline
17	Rob Webster informed the Board that due to a prior commitment he would not be chairing the meeting. Matt Walsh chaired.	N/A	N/A
2. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
18	Agreed as a true record.	N/A	N/A

2. Action Log from the last meeting			
2.1 Bradford Head & Neck service update			
Log No	Action	Lead(s)	Deadline
19	<p>► Action 3:</p> <p>The formal meeting between BTHFT, NHS Bradford & Airedale and the Network took place on Friday 24th April. Confirmation was received that the required elements to be in place for BTHFT to have a compliant Head & Neck service are in place. This includes HDU facilities; an appointment of an extra surgeon and additional CNS support (1WTE). The transfer of the remaining surgical cases from C&HFT can be accommodated immediately.</p> <p>Discussions on locally agreed tariff are still to take place between BTHFT and NHS Bradford & Airedale. Matt Neligan confirmed that a local tariff agreement is in place, however the Trust have requested a review, but this is yet to be raised through a formal contractual change notice by the Trust at the appropriate forum.</p> <p>C&HFT confirmed they were happy with the arrangements that have been put in place and thanked those involved in resolving this.</p> <p>No further Board action required.</p>	N/A	N/A
2.2 Transfer of pancreatic work to Leeds - update			
Log No	Action	Lead(s)	Deadline
20	<p>► Action 4:</p> <p>Following the external review of the service in April, LTHT confirmed the additional surgical capacity has been accommodated by reconfiguring the job plans of existing specialist surgeons and theatre capacity created on Friday mornings. Prof. Peter Lodge will take on the HPB work from Bradford on a permanent basis.</p> <p>Jacqueline Myers reported that discussions have taken place with BTHFT. LTHT await final confirmation from Maria Neary that they are happy with the arrangements in place for the transfer of pancreatic cases to take place with effect from 1st June 2009.</p> <p>Following a brief discussion regarding CNS staffing levels at LTHT, Jacqueline Myers reassured the Board that they will be maintaining current CNS staffing levels (2WTEs).</p> <p>Jacqueline Myers agreed to look into establishing a more robust communication mechanism from Leeds MDT to the Bradford MDT.</p>	J Myers	01/06/2009
21	<p>Following discussions on item 2.1 & 2.2, Hugh Butcher asked the Board if there are lessons to be learnt from the process.</p> <p>A discussion took place and there was general consensus that it is worthwhile reflecting on the approaches taken; the clinical and managerial ownership; the level and seniority of stakeholder involvement in decision-making; understanding and recognising the complexities of the process; ensuring patient safety and care is not compromised and yet aim to deliver within agreed timeframes.</p> <p>It was agreed to undertake a review of the process, to identify common themes and issues. To build into the Time-out reflections and subsequent development of a Board work plan.</p>	YCN Lead Team	On-going

2. Action Log from the last meeting			
2.3 Children & Young Peoples IOG - Funding agreement process			
Log No	Action	Lead(s)	Deadline
22	<p>► Action 5:</p> <p>Matt Walsh confirmed that discussions were still ongoing with LTHT on contracts and is due to be concluded this Friday 8th May. Elements included in this are Specialist MDT support resource implications for the implementation of Improving Outcomes Guidance (IOG).</p> <p>Update at June Board.</p>	M Walsh	03/06/2009
3. Brain & CNS IOG Implementation Plan			
Log No	Action	Lead(s)	Deadline
23	<p>Sean Duffy provided a summary of the Brain and other CNS Tumours IOG paper circulated to the Board outlining the process to date following the workshop held on Friday 1st May. He explained that the implementation is lead by Cathy Edwards through the SCG due to it spanning the 3 Networks and is on track to meet the December 2010 deadline.</p> <p>Key points are the Network agreement on 2 high level pathways of care for primary and secondary tumours; a hub and spoke arrangement to allow local delivery of care where appropriate; rehabilitation and support services gap analysis; overall cost implications for the YCN.</p> <p>Sean Duffy outlined the potential risks, specifically the challenge process (carried out by NHS Leeds) for the funding of the extra resources required to develop an IOG compliant MDT in Leeds.</p> <p>The model for communication and coordination of care locally and with the centre requires development. There is potential synergy with existing rehabilitation, psychology and social services and this will need to be taken forward by Locality groups.</p> <p>The Board recognised the importance the Locality Groups will play in the implementation of this IOG.</p> <p>It was agreed that the next presentation to the Board in the Autumn will include details on the patient pathway; the new elements of care that this includes and the benefits that this should mean for patients.</p> <p>The Board will require assurance from the SCG that the issues of cost benefit, quality, clinical governance and the patient experience is taken account of and informing the work.</p> <p>Greater clarity and understanding of who is responsible for which element in the commissioning cycle was needed, along with ensuring consistency in documentation/papers through the Board and SCG.</p>	YCN Lead Team	07/10/2009

4. Time Out Reflections and next steps			
Log No	Action	Lead(s)	Deadline
24	<p>Sean Duffy thanked the Board members for their input at the Time-out on 1st April. The report from the facilitator, with the outputs and the top 5 consolidated priorities were provided.</p> <p>The top 5 priorities (in revised order) are:</p> <p>1] Clarity of roles and responsibilities of the Specialist Commissioning Group (SCG), Sub Regional Clusters (SRC) and YCN Board 2] YCN Strategy and delivery plan 3] Membership and level of delegated authority 4] Locality Groups - integration, role and responsibilities 5] Focus on delivery</p> <p>The Board discussed [1] and [2] in detail (see also Log 25) to be the first priorities. It was proposed that we organise a stakeholder event for the Board and invite Lead teams in provider Trusts and NSSG Chairs to come together to develop the strategy.</p> <p>The Strategy will clarify aims, roles and responsibilities at high level in delivering the Network vision and will require working collaboratively with Locality Groups and inform their agenda.</p> <p>It was recognised that this work will need dovetailing into existing Locality Groups strategies and that of the SCG.</p> <p>In view of the revised structures (documented in Log 25), it was agreed that the Board's Terms of Reference will be reviewed, in collaboration with the SCG and SRC to provide greater clarity of role and remit.</p> <p>It was agreed to coordinate a small work group to review the Board Terms of Reference and to plan the stakeholder event.</p> <p>Volunteers for the work group were: Hugh Butcher; Sandra Frier, John Hancock, Matt Walsh, Angela Watson and to link with Amanda Forrest from the Y&H PCT Collaborative.</p>	B Tinkler	01/07/2009

4. Time Out Reflections and next steps			
Log No	Action	Lead(s)	Deadline
25	<p>A brief outline was given on the newly forming Sub Regional Clusters (SRC), replacing the former SCG(N) & SCG(S).</p> <p>It is a commissioning forum for rapid access into a very high level forum of all of the appropriate commissioning bodies for the localities.</p> <p>Matt Walsh reported in terms of contracting structures there is clarity about the responsibility of a host PCT and its relationship with secondary and tertiary care providers (i.e. NHS Leeds leads the process for delivering a contractual framework and performance monitoring framework for that contract).</p> <p>There is absolute clarity about the range of specialist services which has been defined nationally for which SCG is responsible (service planning, commissioning and taking the lead in terms of financial management and supporting contracting) and having a very close structural relationship between the host PCT and the SCG (the right people around the table) is crucial.</p> <p>It was explained that there is not the same degree of clarity around service redesign and pathway development and a proposal for how the SRC will carry out this work is underway. The Board expressed concerns about duplication of work between the Cancer Network and SRC. Assurance was provided that it is recognised that Cancer Networks have the expertise. Understanding how Networks feed into the SRCs, the relationships, roles and responsibilities will be important.</p> <p>The question was raised around who is will be responsible for taking a clinical pathway recommended by the Board to either the SRC or SCG and how that recommendation is implemented. It was confirmed that a process will be established.</p> <p>The Board agreed that it needed to be clear of the remit, boundaries and relationships of each body prior to developing the Network Strategy.</p>	B Tinkler	01/07/2009
5. DH Cancer Commissioning Accelerated Learning Event			
Log No	Action	Lead(s)	Deadline
26	<p>Barry Tinkler informed the Board of the Cancer Commissioning Accelerated Learning Event organised by the National Cancer Action Team, which is designed to review the role of networks in commissioning, establish an assurance framework for cancer commissioning and to determine the required Peer Review measures for Network Boards and Network Commissioning Groups to support effective commissioning of cancer services.</p> <p>The event is aimed at Cancer Network Leads, PCT CEOs, Network Chairs, Primary Care (PBCs and PCT/PEC GP Cancer Leads, Public Health and NHS Trust CEOs/Directors.</p> <p>Members were asked to nominate representatives to attend this 2-day World Class Commissioning event in September 2009 (previously scheduled for 1 & 2 June 2009). Final date to be confirmed.</p> <p>Nominations to Barry Tinkler by the end of May.</p>	All	31/05/2009

6. Any Other Business			
Log No	Action	Lead(s)	Deadline
27	<p>► Lung Cancer Project with the Lean Healthcare Academy:</p> <p>Carol Ferguson provided feedback on the on-going project to develop sustainable lung cancer pathways which is well underway. An interim feedback session is being held at Weetwood Hall, 9:30am on Friday 8th May for anyone interested in attending.</p> <p>She thanked those who had participated to date. Whilst there has been excellent engagement from clinical teams, it was noted that in some localities it had not been possible to organise executive level presence for the feedback sessions at the end of each week. The importance of having the right people present who will be responsible for taking forward the action plan was stressed.</p> <p>The YCN team offered to provide individual feedback to senior teams at their convenience. Anyone wishing to take them up on this offer, prior to the final report being presented at the July Board, to contact Carol Ferguson.</p>	Provider Trusts/PCTs	30/06/2009

Date of Next Meeting(s)

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