

# Management Board



Actions of the meeting held on  
Wednesday 05 May 2010, 09:00

Yorkshire Cancer Network

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

## Present:

Mr P Turner	Airedale NHS Trust
Dr C Kay	Bradford Teaching Hospitals NHS Foundation Trust
Ms M Neary	
Mrs A Craig	Leeds Teaching Hospitals NHS Trust
Mr S Edwards	Macmillan Cancer Support
Ms L Turner	Mid Yorkshire Hospitals NHS Trust
Ms K Pogson	NHS Bradford & Airedale
Mrs J Cawtheray	NHS Calderdale
Mr R Webster (Chair)	
Dr B Jindal	NHS Kirklees
Ms C Foster	NHS Leeds
Mr J Hancock	NHS North Yorkshire and York
Ms L Driver	NHS Wakefield District
Dr P Earnshaw	
Dr F Day	NHS Yorkshire and the Humber Strategic Health Authority
Mr H Butcher	User Partnership Group
Mrs S Keir	
Mrs J Frazer	York Hospitals NHS Foundation Trust
Mr B Mancey-Jones	
Ms P Clinton-Tarestad	Yorkshire and The Humber SCG
Miss P Atha	Yorkshire Cancer Network
Mr S Duffy	
Mrs C Ferguson	
Mr G Hughes	
Mrs J Toovey	
Dr D Jackson	Yorkshire Cancer Research Network

## Apologies

Ms M Allinson, Professor M Baker, Mrs J Edgeley, Mr N Gray, Mr M Harvey, Dr G Haslam, Mr M Neligan

<b>2. Action Log from the last meeting</b>			
Log No	Action	Lead(s)	Deadline
15	Agreed as a true record.	N/A	N/A

<b>3. Matters arising</b>			
<b>3.1 Single Cancer Drugs Expert Panel</b>			
Log No	Action	Lead(s)	Deadline
16	<p>► Action 3:</p> <p>SCG were asked for a progress report on the implementation of the single process for considering new drugs. Pia Clinton-Tarestad reported that the 3 Cancer Networks were in discussion regarding the Gateway Group that will feed into the single panel.</p> <p>Rob Webster explained that the new process would begin with cancer drugs. Membership is being formed and has been strengthened in primary care.</p> <p>Sean Duffy stressed the importance of retaining clinical engagement in the process, the approach supported at YCN, HYCCN, WYCOM and SCG. He requested leadership from SCG in moving forward with this approach.</p> <p>Rob Webster and Pia Clinton-Tarestad to take forward outside the meeting.</p>	R Webster/P Clinton-Tarestad	02/06/2010
<b>3.2 Quality and Productivity Challenge and Cancer</b>			
Log No	Action	Lead(s)	Deadline
17	<p>► Action 12:</p> <p>Carol Ferguson reported that each locality has been asked to provide their own local QIPP priorities, not necessarily cancer specific. Early indications on work around 23 hour stay for breast cancer shows potential significant savings similar to Pan Birmingham. Further work will be done in preparation of reporting back in June.</p> <p>At the Network Group Chairs and Vice-Chairs leadership development programme on 22 April, there was considerable engagement in the QIPP agenda. There were however concerns that work carried out at Network level would not be accounted for and clinicians would be expected to identify further cost improvements locally through directorate approaches. The Chairs requested support from the Board to ensure an integrated approach between Network Group initiatives and individual organisational approaches to productivity and efficiency plans.</p> <p>Rob Webster requested Board members ensure connectivity in the process between NSSGs, providers and commissioners. It was noted that service improvement funding is available to support 3/4 key areas which will be reported in June.</p>	Providers/Commissioners	On-going
<b>3.3 WYCOM - revised governance arrangements</b>			
Log No	Action	Lead(s)	Deadline
18	<p>► Action 14:</p> <p>Rob Webster confirmed the new governance arrangements and timetable outlined at the April Board were agreed by Chief Executives at the last WYCOM meeting and were effective from today, 5th May.</p>	N/A	N/A

<b>3. Matters arising</b>			
<b>3.4 Sarcoma IOG update</b>			
Log No	Action	Lead(s)	Deadline
<b>19</b>	<p>▶ Action 135:</p> <p>The Board discussed correspondence from the Chair of the Sarcoma NSSG which highlighted delays in the implementation of the pathway.</p> <p>LTHT provided assurance that the recruitment process will be progressed in time to meet the national implementation deadline. There is an action plan to ensure theatre capacity is in place by September/October 2010. Further work is required on the job description to meet the needs of the service for the data manager post.</p> <p>The Board asked to be kept apprised of progress through locality and IOG monitoring groups, in particular to ensure effective pathway delivery and patient safety. In order to achieve a timely resolution and confirm the action plan is on track, the Board requested monthly updates on progress.</p>	LTHT	02/06/2010
<b>4. Breast Cancer - current position and future developments</b>			
Log No	Action	Lead(s)	Deadline
<b>20</b>	<p>Ben Mancey-Jones, Chair of the Breast Network site-specific Group (NSSG), along with Sue Keir (Service User) and Jackie Frazer (Nurse representative) gave a presentation setting out the Breast Group's strategic development plan, underpinned by the need to support the productivity and quality agenda. A Board paper provided greater detail.</p> <p>A brief outline was provided on the current structure and functioning of the group and the revised working arrangements highlighted to demonstrate it was fit for purpose and the work programme could be delivered in a more timely fashion.</p> <p>The current YCN Breast Cancer primary patient pathway was presented, including national and locally agreed standards. It is a well established pathway, delivered across the Network with no significant gaps in either service or compliance and provides a framework for Network agreed audits to measure performance.</p> <p>Recommendation 1: Board members were asked to formally sign-off the current YCN Breast Cancer pathway.</p> <p>This was supported.</p>	Providers/ Commissioners	05/05/2010

<b>4. Breast Cancer - current position and future developments</b>			
Log No	Action	Lead(s)	Deadline
21	<p>The NSSG met 71.4% of peer review measures in 09/10. The current challenges were outlined. The requirements for pathologists to spend &gt;50% of their time working in breast pathology is unrealistic for smaller provider organisations. All Network agreed guidelines are expected to be in place by 10/11 review. User involvement is well represented.</p> <p>The NSSG is fully engaged in the work currently being led by WYCOM on family history screening.</p> <p>The symptomatic two week wait target is a major challenge for the NSSG. Some trusts anticipate major problems in sustaining target due to radiology staffing; recruitment in this field is a national issue. The Network was asked to support clinicians in ensuring nationally-agreed best practice is maintained.</p> <p>Recommendation 2: Board members were asked to note the implications of potential radiology workforce shortages for some trusts and to review within their own localities about potential implications.</p> <p>This was agreed.</p> <p>Locality Groups to discuss with local MDTs.</p>	Locality Groups	On-going
22	Raise radiology shortages with Workforce Development at the SHA.	Fiona Day	31/05/2010
23	<p>The key features of the proposed secondary cancer pathway, illustrated in the paper, were described:</p> <p>[1] access to key worker [2] newly diagnosed secondary patients to be discussed at MDT [3] timely access to support services</p> <p>Sue Keir provided a service user perspective and described the valuable support access to a key worker is for all secondary cancer patients.</p> <p>A recent audit identified gaps and inequity across the Network which need to be addressed that would significantly improve patients' experiences.</p> <p>The Board discussed the pathway, including access to key worker; clinical trials; the role of primary care and CNSs. Fiona Day agreed to provide details of national pilot work aimed at notifying key workers of cancer patient admissions to hospital. The need for key worker support for patients with secondary cancers has been highlighted as important, as part of the User Partnership Moving On Project.</p> <p>Recommendation 3: Board members were asked to agree a way forward on the proposed secondary pathway.</p> <p>The Board agreed in principle. Pathway to be evaluated in accordance with the established process through the YCN Commissioning Group.</p> <p>The potential requirement for service improvement resources was also acknowledged and agreed.</p>	YCN Commissioning Group	16/06/2010

<b>4. Breast Cancer - current position and future developments</b>			
Log No	Action	Lead(s)	Deadline
<b>24</b>	<p>Ben Mancey-Jones acknowledged the Breast NSSG's responsibility to contribute to the QIPP agenda. Work would be undertaken in relation to:</p> <p>[1] addressing the variations in length of stay for breast patients to a minimum                      [2] review follow-up protocols and pilot C&amp;H supportive care model                      [3] delivering "virtual" clinics by phone and email</p> <p>The Breast NSSG was encouraged to develop the model whereby efficiencies in one element of the patient pathway may facilitate investment in improvements elsewhere.</p> <p>Recommendation 4/5: The Board noted and supported the Breast NSSG's commitment to the QIPP agenda and agreed commissioner guidance, through Janet Cawtheray.</p>	Breast NSSG	On-going
<b>25</b>	The YCN team to work with the Chair and Commissioner on the proposed secondary pathway to ascertain number of patients involved, implementation challenges and how it fits with the QIPP agenda.	YCN Lead Team/J Cawtheray/B Mancey-Jones	31/08/2010
<b>26</b>	The Board thanked Ben Mancey-Jones, Sue Keir and Jackie Frazer for their presentation.	N/A	N/A
<b>5. YCRN Progress Report &amp; Annual Work Programme 2010/2011</b>			
Log No	Action	Lead(s)	Deadline
<b>27</b>	<p>David Jackson, as Yorkshire Cancer Research Network (YCRN) Clinical Lead outlined their progress report for 2009-10 and the annual work programme for 2010-11.</p> <p>The progress report highlighted two key achievements; the increase in funding received from the Comprehensive Local Research Networks (CLRN) to support local trial recruitment and key support services.</p> <p>The recruitment report showed a 60% increase in recruitment into clinical trials and 7.3% against 7.5% target for randomised controlled trials.</p> <p>Portfolio development and recruitment work stream will continue to be the primary focus during 2010-11.</p> <p>The annual report is in development and will be presented in the Autumn.</p> <p>The change to YCN hosting arrangements have impacted on the YCRN who remain hosted by LTH. Internal reporting arrangements will be clarified in the coming months.</p> <p>The Board approved the annual work programme for 2010-11.</p> <p>The YCRN were congratulated on their achievements.</p>	D Jackson	05/05/2010
<b>28</b>	<p>Commissioners acknowledged the need to understand the impact of the increase in recruitment on excess treatment costs.</p> <p>Pia Clinton-Tarestad to feedback to Paul McManus.</p>	Commissioners	16/06/2010
<b>29</b>	Rob Webster agreed to attend the next YCRN Strategy Group meeting, subject to availability.	P Atha	02/06/2010

<b>6. YCN work programme 2010/2011</b>			
Log No	Action	Lead(s)	Deadline
30	<p>Sean Duffy presented the YCN work programme for 2010-11. Table 1 consisted of operational activity; Table 2 the strategic activity, designed to fulfil the Network's responsibility to deliver the CRS. The Board was asked to approve the work programme and to prioritise the strategic elements whilst assessing the gains and risks.</p> <p>Hugh Butcher requested inclusion of Patient Reported Experience Measures (PREMS) in the report against the Patient Reported Outcome Measures (PROMS) shown.</p> <p>In forming the priorities members asked to consider NAEDI; the roll out of cervical screening, part of the social marketing work carried out in the region; survivorship and to reflect the work presented by the Breast NSSG.</p> <p>The Board approved the work programme. Priorities to be agreed.</p>	YCN Lead Team	31/03/2011
31	<p>Localities raised concerns on the impact of the programme on their priorities and it's deliverability.</p> <p>Locality Groups were asked to feedback on how the YCN work programme matched each locality work programme and priorities. An underlying theme over the next 12 months will be to demonstrate quality and productivity benefits on any work undertaken.</p>	Locality Groups	30/06/2010
<b>7. YCN provisional Budget 2010/2011 and financial governance arrangements</b>			
Log No	Action	Lead(s)	Deadline
32	<p>The Board received the provisional Network budget for 2010-11 and the financial governance arrangements.</p> <p>It was noted that the operational costs have been frozen; an allocation of £70k former SRS funding is no longer available from LTHT and the additional allocations have been reduced by £150k, net saving of around £220k.</p> <p>The Board agreed the following recommendations:</p> <p>[1] maintenance of the current role and functions of the network and accept the 2010-11 budget outline for pay and non-pay.</p> <p>[2] noted and supported the planned work with NHS Calderdale to rationalise YCN financial management arrangements and apply due scrutiny on behalf of the Board to ensure potential efficiency savings are identified and realised.</p> <p>[3] ratified the recent Chair's action in respect of 2009-10 deferred income relating to 'earmarked' funds.</p> <p>[4] noted the risks associated with the changing status of the current Service Improvement Funding and requested proposals for managing the risk on completion of the review of finances by NHS Calderdale on behalf of the Board.</p>	YCN Lead Team	05/05/2010
<b>8. Any Other Business</b>			
Log No	Action	Lead(s)	Deadline
33	<p>► Fiona Day reported that the SHA had taken over the clinical governance for the PET-CT contract for the North of England from 1st April 2010.</p>	N/A	N/A

<b>8. Any Other Business</b>			
Log No	Action	Lead(s)	Deadline
<b>34</b>	<p>► Matters to report at WYCOM:</p> <p>YCRN trials performance and agreement of YCN budget with identified savings.</p>	R Webster	05/05/2010
<b>35</b>	<p>► NRAG: It was reported that work is still under way in terms of meeting the national requirements.</p> <p>LTHT agreed to share the paper going to the next Locality Group as an update.</p>	LTHT	02/06/2010

**Date of Next Meeting(s)**

Wednesday 2nd June 2010 9:00am  
Sandal Rugby Club, Milnthorpe Green, Sandal, Wakefield, WF2 7DY

Wednesday 7th July 2010 9:00am  
Sandal Rugby Club, Milnthorpe Green, Sandal, Wakefield, WF2 7DY

Wednesday 4th August 2010 9:00am  
Sandal Rugby Club, Milnthorpe Green, Sandal, Wakefield, WF2 7DY

Wednesday 1st September 2010 9:00am  
Sandal Rugby Club, Milnthorpe Green, Sandal, Wakefield, WF2 7DY

Wednesday 6th October 2010 9:00am  
Sandal Rugby Club, Milnthorpe Green, Sandal, Wakefield, WF2 7DY

Wednesday 3rd November 2010 9:00am  
Sandal Rugby Club, Milnthorpe Green, Sandal, Wakefield, WF2 7DY

Wednesday 1st December 2010 9:00am  
Sandal Rugby Club, Milnthorpe Green, Sandal, Wakefield, WF2 7DY