

**Actions of the meeting held on
Friday 15 January 2010, 10:00**

Yorkshire Cancer Network

Weetwood Hall Conference Centre & Hotel, Leeds, LS16 5PS

Present:

Mr M Kunc	Airedale NHS Trust
Mrs H Hey	Bradford Teaching Hospitals NHS Foundation Trust
Ms S Oxley	
Dr D Smith	
Ms N Byrne	Calderdale and Huddersfield NHS Foundation Trust
Ms K Anderson	Leeds Teaching Hospitals NHS Trust
Ms J Ashton	
Mr P Chumas	
Mrs A Craig	
Ms K Evans	
Mrs A Gullvag	
Dr P Hatfield	
Mrs K Henry	
Mr D Holland	
Dr C Loughrey	
Mrs R Stevens	
Dr J Straiton	
Ms K Thompson	
Mrs S Wilson	
Dr A Al-din	Mid Yorkshire Hospitals NHS Trust
Dr I Fenwick	NHS Bradford & Airedale
Ms L Turner	NHS Kirklees
Dr P Duffey	York Hospitals NHS Foundation Trust
Mrs L Cooper	Yorkshire Cancer Network
Mr S Duffy	
Mrs J Toovey	

Apologies

Mrs A Bagnall, Ms P Bagot, Professor M Baker, Mr M Busby, Mr C Croden, Dr J Dent, Professor P Goulding, Dr A Ismail, Dr B Rathi, Mrs C White

1. Welcome & Introduction			
Log No	Action	Lead(s)	Deadline
8	<p>Sean Duffy welcomed the attendees and gave an outline of the meetings purpose. It was re-iterated that those who were present would be the core members of the newly established NSSG.</p> <p>S Duffy asked members if they could take responsibility for circulating any relevant information/outcomes from the meetings to their colleagues to ensure organisations are informed.</p>	All Members	N/A

2. Specialist Commissioning Group feedback on implementation plans/funding arrangements			
Log No	Action	Lead(s)	Deadline
9	<p>S Duffy updated the group on SCG's plans and funding arrangements for 2010/11.</p> <p>At their recent meeting the SCG confirmed they are committed to implementing the Brain and CNS IOG. Commissioners have agreed to include the IOG in their 2010/11 investment plans. S Duffy informed the group that they needed to be clear about the models of care and services this investment was for.</p> <p>At the SCG meeting in December 2009 it was agreed that the responsibility would be with the WYCOM to implement the agreed funding strategy for 2010/11/12.</p>	N/A	N/A
3. Progress Update			
Log No	Action	Lead(s)	Deadline
10	<p>S Duffy asked for the Trust representatives on the group to update on progress with agreeing a designated lead role, flag and log systems, electronic registration/access to PPM and local delivery of the rehabilitation services.</p> <p>Airedale: Marek Kunc as designated lead updated the group. M Kunc is maintaining a record of the number of brain tumour patients. Meetings are being held with radiologists to try and agree and operating framework.</p> <p>Bradford: Helen Hey updated the group. Mark Busby has been nominated as the designated lead and are working towards agreeing an operating framework. They have support from management colleagues for the MDT. Key individuals have access to PPM. Next step is to meet with colleagues in radiology.</p> <p>Calderdale & Huddersfield: No representation at the meeting.</p> <p>Harrogate: No representation at the meeting.</p> <p>LTHT: Paul Hatfield as designated lead updated the group. A flag and log system is in its early stages using the PAC system. Anticipated that patients will be discussed at the Neuro-Sciences MDT, discussions currently being held how to take forward. Electronic systems still unresolved, hoping to use a web based user friendly system to log and monitor patients.</p> <p>Mid-Yorkshire: Amir Al-din updated the group. He is hoping that he and the new Trust Cancer Manager will be the designated lead role. Infrastructure is in place for the MDT.</p> <p>York: Phil Duffey updated the group. It has been agreed that the Neuro-Radiology MDT held weekly would also have the function as the Brain and CNS MDT. An informal agreement has been made with the Radiographers to flag and log any suspected tumours via the Radiologist. He is hoping to have access to the Cancer Tracker being appointed in April 2010.</p> <p>Rehabilitation issues to be discussed at the AHP's meeting in the afternoon.</p>	N/A	N/A

4. Agreement of Terms of Reference			
Log No	Action	Lead(s)	Deadline
11	<p>S Duffy discussed how the Yorkshire Cancer Network works with Network Site Specific Groups. NSSGs are expected to agree and sign off a Terms of Reference and annual Work Programme. The group like all NSSGs will feed into the YCN Management Board. The YCN Management Board acts as a forum for any unresolved clinical service issues.</p> <p>S Duffy discussed in detailed the Terms of Reference and asked the group for comments. The group agreed to the Terms of Reference.</p> <p>S Duffy asked the group to send Chair and Vice-Chair nominations to sophie.thornborow@ycn.nhs.uk.</p>	All Members	31/03/2010
5. Agreement of 12 month work programme			
Log No	Action	Lead(s)	Deadline
12	<p>S Duffy proposed to the group that the YCN in collaboration with other Networks, hold an Educational Event at the end of 2010.</p> <p>It was raised that the drafting of the clinical guidelines is a considerable piece of work for the group, however an essential aspect of the work programme.</p> <p>3 streams of work identified:</p> <ul style="list-style-type: none"> - Clinical Guidelines; Paul Hatfield and Carmel Loughrey agreed to draft the guidelines with support from Phil Duffey, Mark Busby and Amir Al-din. - CNS Model of Care and Support Guidance; Sam Wilson agreed to take the lead. - AHP Sub Group; Lorraine Cooper and June Toovey currently leading. <p>Lorraine Cooper to contact the Anglia Cancer Network for information regarding writing the clinical guidelines.</p>	L Cooper	26/02/2010
6. Date and time of next meeting			
Log No	Action	Lead(s)	Deadline
13	<p>Due to the Board Room at LTHT's Trust Headquarters not being available in 2010 new venue details will be circulated.</p> <p>To be circulated with the action log.</p>	S Thornborow	29/01/2010

Date of Next Meeting(s)

Friday 14th May 2010 10:00am
Thackray Medical Museum, Leeds

Friday 24th September 2010 10:00am
St Gemma's Hospice, Moortown, Leeds, LS17 6QD

Friday 3rd December 2010 10:00am
Thackray Medical Museum, Leeds