

**Present:**

Mr R Khan	Airedale NHS Trust
Ms L Shaw	
Mr J Ausobsky	Bradford Teaching Hospitals NHS Foundation Trust
Dr A Conn	
Mr J Davies	
Dr C Kay	
Ms D Kellet	
Ms J Salaman	Calderdale and Huddersfield NHS Foundation Trust
Ms L Booth	Harrogate and District NHS Foundation Trust
Dr A Gledhill	
Mr J Harrison	
Ms M Jennings	
Dr A Guthrie (Chair)	Leeds Teaching Hospitals NHS Trust
Dr O Rotimi	
Ms P Jackson	Mid Yorkshire Hospitals NHS Trust
Mr M Rogers	
Ms S Yunis	
Dr A Seymour	Wakefield Hospice
Ms D Burwell	York Hospitals NHS Foundation Trust
Ms W Chan	
Miss L Carroll	Yorkshire Cancer Network
Mr S Duffy	
Mrs C Ferguson	
Mr P Melling	
Ms F Stephenson	
Mr B Tinkler	
Ms C Moriarty	Yorkshire Cancer Research Network

**1. Apologies**

Mr D Alexander, Mr S Ambrose, Mr I Bradford, Dr C Bradley, Mr M Child, Dr C Chu, Mr P Holdsworth, Mrs M Holland, Mr C Kapadia, Mr D Leinhardt, Mr P Lyndon, Dr A Manning, Dr D Sebag-Montefiore, Ms N Thornton

**3. Matters arising**

Log No	Action	Lead(s)	Deadline
1	YCN Rectal Cancer Surgery Audit  The YCN Rectal Cancer Surgery Audit and audit comments paper were tabled for discussion and formal approval. Members agreed that the follow-up audit should be undertaken in 2007.	YCN Colorectal Group	Review 05/09/2007
2	It was highlighted that the distance between of tumour from the dentate line was not included in the minimum data set.  To contact Dr E Morris to discuss the gaps in the minimum dataset.	A Gledhill	Review 05/09/2007

<b>3.1. Vice Chair</b>			
Log No	Action	Lead(s)	Deadline
3	<p>Two nominations (Mr J Harrison and Mr J Griffith) to become Vice Chair of the Group had been received.</p> <p>The nominated Vice Chair will start immediately and become Chair 01/01/08. The other to become Vice Chair 01/01/09 &amp; Chair 01/01/10.</p> <p>To send Miss Carroll nominations to determine who should become Vice Chair first.</p>	L Carroll	Review 05/09/2007
<b>3.2. CR07 Implementation update</b>			
Log No	Action	Lead(s)	Deadline
4	<p>A draft proforma has been circulated to radiologists across the Network to be used to undertake an audit on patients who are referred for short course radiotherapy. Each centre has agreed to take part in this audit and has set individual unit thresholds. It is anticipated this audit will commence in June/July 2008.</p> <p>To feedback at the next meeting.</p>	D Sebag-Montefiore	05/09/2007
<b>3.3. Clinical Genetics update</b>			
Log No	Action	Lead(s)	Deadline
5	<p>Dr Guthrie wrote to Dr Chu on 6th March 2007 to highlight the NSSGs concerns with regard to the provision of genetic counsellors and difficulties in consultant numbers.</p> <p>Dr Guthrie has received a response but is awaiting further detail in terms of personnel lost, numbers of patients and waiting times for consultants at present from Dr Chu.</p> <p>To write to commissioners once the information has been received.</p>	A Guthrie	Review 05/09/2007
<b>3.4. Repeat MRI scans update</b>			
Log No	Action	Lead(s)	Deadline
6	<p>Dr Guthrie informed members that LTHT have agreed to undertake a local audit on repeat MRI scans for patients who have chemo-radiotherapy for down staging of rectal cancers to determine if it is viable to continue this process.</p> <p>The YCN Imaging Group have agreed to work with each of the NSSG to define the patient pathway for imaging and follow-up for each cancer site; where responsibilities lie for patients undergoing investigations; whether it is delivered locally or centrally and agree precise reporting needs for MDTs.</p> <p>To feedback at the next meeting.</p>	B Carey and A Guthrie	Review 05/09/2007
<b>4. Integrated Cancer Care Programme Pilot - the role of the CNS Presentation</b>			
Log No	Action	Lead(s)	Deadline
7	<p>Following a summary on the integrated Cancer Care Programme which is a 1 year Pilot project that is being undertaken at York.</p> <p>Members agreed it would be beneficial if feedback on the audit can be provided at the educational event in November.</p>	D Burwell	02/11/2007

<b>5. NSSG Development</b>			
Log No	Action	Lead(s)	Deadline
8	To circulate the NSSG Development Programme presentation and draft action plan with the Action Log.	L Carroll	01/06/2007
9	Following a group discussion regarding the future development of the NSSG members agreed that it was important they have representation on the group from Independent Treatment Centres.  To discuss this further with the YCN Commissioners Group to confirm which organisations should be approached.	B Tinkler	Review 05/09/2007
<b>6. Peer Review</b>			
Log No	Action	Lead(s)	Deadline
10	The following documents were tabled for formal approval;  1C-133 and 1C-134 Single initial decision point for referral 1C-135, 1C-136, 1C-137 and 1C-143 Investigation protocol, named practitioner with responsibility, onward referral policy and referral of patients outside the agreed primary care referral process 1C-148 Primary care referral guidelines  To upload finalised approved documents.	L Carroll	24/05/2007
<b>6.4. 1C-141 and 1C-142 Agreed stenting policy and personnel</b>			
Log No	Action	Lead(s)	Deadline
11	Dr Kay informed members that the reviewers of a the multi centred trial he is involved in have requested they define competence for stenting. It has been proposed that there must be a minimum of 30 procedures per operator. Following a group discussion members agreed to await the national report on this.	C Kay	Review 05/09/2007
<b>7. User Involvement</b>			
Log No	Action	Lead(s)	Deadline
12	Mr David Howe has resigned from the group.  To send a letter of thanks to Mr Howe for his contribution.	L Carroll	01/06/2007
<b>7.1. Patient Information Mapping Event</b>			
Log No	Action	Lead(s)	Deadline
13	The YCN Colorectal patient Information Mapping Event took place on 29th June 2007. Delegates reviewed information for pre-diagnosis, diagnosis and follow-up. The YCN Colorectal Nurses Group will discuss how to continue to take this work forward.  To circulate the YCN Colorectal mapping report with the Action Plan.	L Carroll	01/06/2007

<b>8. Service Improvement</b>			
Log No	Action	Lead(s)	Deadline
<b>14</b>	<p>The next YCN Colorectal Service Improvement meeting will take place on 15th June 2007. It was agreed that the Service Improvement Group is the most appropriate forum to hold detailed discussions on the service improvement reports for Trusts across the Network.</p> <p>All reports have been signed off with exception to York who are still to submit theirs.</p> <p>To circulate the minutes of the YCN Colorectal Service Improvement meeting.</p>	L Carroll	01/06/2007
<b>9. Cancer Waiting Times</b>			
Log No	Action	Lead(s)	Deadline
<b>15</b>	To confirm what the current colonoscopy waiting times are at LTHT.	A Guthrie	01/06/2007
<b>10. YCRN Update</b>			
Log No	Action	Lead(s)	Deadline
<b>16</b>	To circulate the YCRN colorectal portfolio paper with the Action Log.	L Carroll	01/06/2007
<b>11. Any Other Business</b>			
Log No	Action	Lead(s)	Deadline
<b>17</b>	<p>Following previous discussions regarding implications that may arise when a private patient is discussed at an MDT and the oncology present only has an NHS practice Mr Duffy has approached Eversheds Solicitors for their advice.</p> <p>To feedback at the next meeting.</p>	S Duffy	05/09/2007
<b>18</b>	<p>Prof Kerr, Chair of the YCN Infection Group has approached Dr Guthrie to see if the YCN Colorectal Group would be interested in participating in an audit to look at the association between invasive Streptococcus Bovis infection and malignancy of the GI tract.</p> <p>The group is interested in receiving further information on how they could participate in this.</p>	A Guthrie	Review 05/09/2007
<b>12. Educational Event</b>			
Log No	Action	Lead(s)	Deadline
<b>19</b>	<p>The YCN Colorectal Educational Event will take place on Friday 2nd November 2007 at the Pavilions of Harrogate, Great Yorkshire Showground, Harrogate.</p> <p>It was agreed that the meeting scheduled on 18th December should be cancelled and a business meeting take place prior to the event.</p> <p>To inform members of the date change.</p>	L Carroll	01/06/2007

**Date of Next Meeting(s)**

Wednesday 5th September 2007 10:00 am  
YCRN Conference Room 1, Ida Nurses Home, Cookridge Hospital

Friday 2nd November 2007 9:00 am  
Pavilions of Harrogate, Great Yorkshire Showground, Harrogate [EVENT]