

**Actions of the meeting held on
Wednesday 21 January 2009, 14:00**

Yorkshire Cancer Network

Kingswood House Surgery, 14 Wetherby Road, Harrogate, HG2 7SA

Present:

Dr A Jack	Leeds Teaching Hospitals NHS Trust
Dr A Rawstron	
Mrs J Cawtheray	NHS Calderdale
Ms L Turner	NHS Kirklees
Mrs S Frier	NHS Leeds
Mr J Hancock (Chair)	NHS North Yorkshire and York
Ms J Thorpe	NHS Wakefield District
Ms C Wollerton	Yorkshire and The Humber PCT Collaborative
Mrs C Ferguson	Yorkshire Cancer Network
Mr G Hughes	
Mr P Melling	
Mr B Tinkler	
Mrs J Toovey	

Apologies

Mr D Fox, Ms K Pogson, Mr D Thomson

1. Welcome and Apologies			
Log No	Action	Lead(s)	Deadline
43	John Hancock chaired the meeting and introductions were made around the table.	N/A	N/A
2. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
44	The action log from the meeting held Wednesday 17th December 2008 was discussed and agreed as being an accurate record.	N/A	N/A
3. Matters arising			
Log No	Action	Lead(s)	Deadline
45	John Hancock discussed the forthcoming Board Timeout in April. It was agreed that clarity was needed on how the Commissioning Group linked to the Board. Discussion to continue with Terms of Reference and pathway escalation criteria at the Core Group meeting arranged for Friday 30th January at 14.00. To update the group at the next meeting in February.	C Ferguson, B Tinkler, J Hancock, J Thorpe & L Turner (Core Group)	18/02/2009
46	Philip Melling informed the group that currently there is no PCT representation on the YCN Information Leads Group and requested from the group nominations. It was agreed the YCN Information Leads Group could be linked onto the Pathway meeting. Meeting details to be circulated once confirmed.	S Thornborow	06/02/2009

3. Matters arising			
3.1 Co-payment			
Log No	Action	Lead(s)	Deadline
47	<p>An updated paper on Co-payment had been drafted by David Thomson and David Jackson for discussion at the February Board. The group agreed it would be useful to receive a copy.</p> <p>Sophie Thornborow to liaise with David Thomson and circulate Co-payment document to Commissioning Group for information and for any comments prior to the Board.</p>	S Thornborow & Commissioners	30/01/2009
4. Rollout of Community-Based Monitoring for Haematological Cancers			
Log No	Action	Lead(s)	Deadline
48	<p>Andy Rawstron and Andrew Jack were invited to the group to present their work on Community Based Monitoring for Haematological Cancers. Andy and Andrew requested support from the group to roll-out the monitoring across Midyorks, the Network, commencing with Midyorks in YCN and Hull in HYCCN.</p> <p>The group requested a more detailed summary of the pathway with cost implications/benefits analysis of the pilot to make a decision regarding supporting the roll-out. Sandra Frier and John Hancock agreed to take the lead in the decision process.</p> <p>Andy Rawstron and Andrew Jack to forward the summary to Sophie Thornborow for circulation to the Group.</p> <p>For review at the next meeting.</p>	A Rawstron, A Jack, S Thornborow	30/01/2009
5. Board Issues			
Log No	Action	Lead(s)	Deadline
49	<p>Barry Tinkler fed back from the Board meeting held 7th January. Overlap and responsibility of the Commissioning Group, members to brief their Board representatives. The Board Timeout is an opportunity to raise and address any issues.</p> <p>Carol Ferguson discussed the lung pathways work and informed the group that she and Geraint Hughes are attending a meeting with Lean Healthcare Academy who will be working in partnership with the Service Improvement Team. Carol will be in a position to write a project plan after the discussions to circulate to the Board for approval and the Commissioning group for information.</p>	C Ferguson	03/02/2009
6. Locality Updates			
Log No	Action	Lead(s)	Deadline
50	To be added to next meeting agenda for discussion.	S Thornborow	N/A

7. Chemotherapy Group			
Log No	Action	Lead(s)	Deadline
51	<p>Trusts have been self-assessing against the Peer Review measures on CQuiNS. Mid Yorkshire Hospitals NHS Trust have still to upload their self-assessment, all other hospital trusts in the Network have uploaded their assessments.</p> <p>The group agreed that the proposed questionnaire from the Chemotherapy Group will be useful in identifying where Trusts are currently against the proposed levels of service.</p> <p>John Hancock discussed the implications of the NCAG for commissioners.</p>	N/A	N/A
8. Peer Review			
Log No	Action	Lead(s)	Deadline
52	<p>Barry Tinkler informed the group that the Peer Review timetables have been published.</p> <p>Sophie Thornborow to circulate YCN Peer Review timetable for information.</p>	S Thornborow	30/01/2009
9. Specialist MDT's			
Log No	Action	Lead(s)	Deadline
53	<p>John Hancock outlined the discussion held with the Network Board and SCG.</p> <p>Issue relates to funding new SMDT's, principles agreed that;</p> <ul style="list-style-type: none"> - Funding for activity - Not paying twice - How to fund SMDT organisation does not see the patient. <p>HRG4 suggested to resolve current issues. Guidance has been published and is being used in shadow form.</p> <p>Barry Tinkler informed the group that a meeting has been arranged for 27th January at 10.00 to discuss funding for Specialist MDTs. Those involved are Barry Tinkler, Angie Craig, Acting Cancer Lead Manager and Jacqueline Myers, General Manager Surgical Oncology. Barry gave members of the group the opportunity to also attend. Sandra Frier and John Hancock will attend.</p>	N/A	N/A
10. Cancer Waiting Times			
Log No	Action	Lead(s)	Deadline
54	<p>Philip Melling discussed the Vital Signs deadline for Breast 2WW and Radiotherapy, however there was some confusion regarding the actual deadline date as some members believed the date had been extended. Post meeting this is confirmed as submission by Friday 30th January to the SHA. Commissioners confirmed they were working with their providers to provide this information.</p> <p>Cancer Waiting Times data will next be reported at the meeting in May.</p>	N/A	N/A

11. Any Other Business			
Log No	Action	Lead(s)	Deadline
55	<p>It was agreed at the next meeting Terms of Reference and identifying priorities need to be discussed.</p> <p>Sophie Thornborow to add items for discussion on the next meeting agenda.</p> <p>Sarah Cuthbertson to be invited to next meeting to discuss the inequalities project work.</p>	S Thornborow	N/A
56	<p>Barry Tinkler requested that individuals from the group forward their strategic plans in order to incorporate into the writing of the Network Service Delivery Plan for the next 5 years.</p>	All Members	N/A
57	<p>June Toovey gave a brief outline of the Supportive and Palliative Care Guidance. The 10 priorities and actions were identified in October and full compliance from the specific priorities needs to be demonstrated by December 2009. June requested the support of the Commissioning Group to monitor the implementation at;</p> <p>Network Level - Commissioning Group to advise at what level of support available.</p> <p>Locality Level - Most appropriate, however local leadership required across all cancer sites.</p> <p>Difficulties were identified with the differing local levels of psychological and rehabilitation support as areas without dedicated time i.e Clinical Nurse Specialist. Mapping exercise needed to establish current level of service.</p> <p>The group agreed for June to recommend to the Board that the Commissioning Group monitor the guidance and any other issues will be escalated to the Board.</p> <p>June Toovey to produce a first glance document for the group as a guidance and forward responses received from Trusts for circulation.</p>	J Toovey	N/A

Date of Next Meeting(s)

Wednesday 18th February 2009 2:00pm
Kingswood House Surgery, 14 Wetherby Road, Harrogate, HG2 7SA

Wednesday 18th March 2009 2:00pm
Kingswood House Surgery, 14 Wetherby Road, Harrogate, HG2 7SA

Wednesday 22nd April 2009 2:00pm
Kingswood House Surgery, 14 Wetherby Road, Harrogate, HG2 7SA

Wednesday 20th May 2009 2:00pm
Kingswood House Surgery, 14 Wetherby Road, Harrogate, HG2 7SA

Wednesday 17th June 2009 2:00pm
Kingswood House Surgery, 14 Wetherby Road, Harrogate, HG2 7SA

Wednesday 22nd July 2009 2:00pm
The Board Room, 3rd Floor, Trust Head Quarters, Harrogate District Hospital

Wednesday 19th August 2009 2:00pm
Kingswood House Surgery, 14 Wetherby Road, Harrogate, HG2 7SA

Wednesday 23rd September 2009 2:00pm
The Board Room, 3rd Floor, Trust Head Quarters, Harrogate District Hospital

Wednesday 21st October 2009 2:00pm
Kingswood House Surgery, 14 Wetherby Road, Harrogate, HG2 7SA

Wednesday 18th November 2009 2:00pm
Kingswood House Surgery, 14 Wetherby Road, Harrogate, HG2 7SA

Wednesday 16th December 2009 2:00pm
Kingswood House Surgery, 14 Wetherby Road, Harrogate, HG2 7SA