

**Actions of the meeting held on
Wednesday 18 March 2009, 14:00**

Yorkshire Cancer Network

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

Present:

Ms K Pogson	Bradford and Airedale Teaching PCT
Mrs J Cawtheray	NHS Calderdale
Ms L Turner	NHS Kirklees
Mrs S Frier	NHS Leeds
Mr J Hancock (Chair)	NHS North Yorkshire and York
Mrs E Vickerstaff	
Ms J Thorpe	NHS Wakefield District
Ms N Easey	NYCRIS
Mrs C Ferguson	Yorkshire Cancer Network
Ms F Stephenson	
Mr B Tinkler	

Apologies

Ms C Wollerton

1. Welcome and Apologies			
Log No	Action	Lead(s)	Deadline
58	John Hancock welcomed the group and apologies were noted.	N/A	N/A
2. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
59	Action log number 45; John Hancock gave an update of the discussions held at the Board meeting in March. Members of the Board have identified issues with executive level attendance and how the Commissioning Group links to the Board. The forthcoming Board Timeout scheduled for 1st April is considered to resolve issues and to plan a way forward.	N/A	N/A
3. Cancer Registration Dataset Mandation		(presentation & agreement)	
Log No	Action	Lead(s)	Deadline
60	<p>Nicola Easey gave a presentation on the Cancer Registration Dataset Mandation and discussed how the new DoH requirement of electronic registration may have implications for Commissioners.</p> <p>The phased approach of electronic registration is between 1st April 2008 and 31st March 2011. Nicola explained a number of interim milestones for achieving this and the financial penalty for not being compliant.</p> <p>NYCRIS aims to cease all case note abstractions from 2010 onwards and only access case notes from 1st July 2011 for QA purposes.</p> <p>NYCRIS will circulate the timetable of deadlines on completion of all Trust site discussions. Nicola explained that training can be provided to roles that include data collection such as MDT Coordinators and Coders. Nicola agreed to be available to answer any future queries via email nicola.easey@nycris.leedsth.nhs.uk</p> <p>Nicola Easey to forward presentation and timetable of deadlines to Sophie Thornborow for circulation to the group for information and reference.</p>	Nicola Easey & Sophie Thornborow	ASAP

3. Cancer Registration Dataset Mandation		(presentation & agreement)	
Log No	Action	Lead(s)	Deadline
61	The group agreed to ensure with their providers/contractors that the requirement has been included in the contracts and to raise awareness to other commissioning colleagues.	All Commissioners	Review at next meeting
4. Revised Terms of Reference & Work Programme		(agreement & action)	
Log No	Action	Lead(s)	Deadline
62	<p>The group agreed that the ToR for the Board needs to be identified before the Commissioning group can agree the work programme. The group agreed to hold a time-out during the scheduled time for the next group meeting on 22nd April from 12.00 until approx 16.30. This is considered timely as the Board's Time-out is been held at the beginning of the month. The purpose of this session will be to agree the groups ToR and work programme in association with the Board's objectives to deliver on the Networks priorities.</p> <p>The Board proposed that a User representative attend the Commissioning group to ensure User views are taken into account in the any decision making. It was agreed that the User Partnership Group would be copied into the Action Logs via Colin Sloane and that attendance from user representatives would be beneficial.</p> <p>The group also agreed that a representation from the Primary Care GP Leads need to be invited.</p>	Sophie Thornborow	N/A
5. Draft Complementary Medicine Peer Review Measures			
Log No	Action	Lead(s)	Deadline
63	<p>The group agreed to ensure their PCT's submit any comments by the 27th March 2009 deadline.</p> <p>Group members commented that they aren't always aware of any new guidance. Barry Tinkler highlighted that any new guidelines will be available on the YCN website homepage.</p>	All Members	27/03/2009
5.1 Peer Review Validation Process (agreement & action)			
Log No	Action	Lead(s)	Deadline
64	<p>Fiona Stephenson discussed the paper tabled at the YCN Board in March which proposed a inclusive approach to the validation process with the focus being on a panel review and meetings with the relevant MDTs and NSSGs. The Board positively received the internal validation process and agreed in principle that the process is the way forward, however there was some concerns regarding the logistics of the timetable.</p> <p>Fiona Stephenson highlighted that the process is new to some commissioning roles and enquired if any members have had any discussions within the PCTs and Acute Trusts in particular. Fiona Stephenson asked the group if the Network can help with any facilitation with the commissioning involvement of the panel reviews. The Zonal team have agreed to help with any training/briefing needs for members of the validation panel.</p> <p>Members of the group to contact Fiona Stephenson with any training requests if any. Fiona Stephenson to provide a summary of progress to date.</p>	All Members & Fiona Stephenson	24/04/2009

5. Draft Complementary Medicine Peer Review Measures			
5.3 Projects List			
Log No	Action	Lead(s)	Deadline
65	<p>Carol Ferguson discussed the tabled paper of schemes that have been funded by the Service Improvement Fund.</p> <p>The group asked if the contact details of the project leads could be added to the document. To be circulated with the Action Log for reference and information.</p>	Sophie Thornborow	01/04/2009
5.4 Lean Healthcare Academy Lung Work			
Log No	Action	Lead(s)	Deadline
66	<p>Carol Ferguson gave an outline of the Rapid Improvement Events scheduled to take place over the coming weeks, the events commence with Airedale w/c 23rd March 2009. Carol explained that the Network and the Lean Academy will reflect on the experience of the first 3 weeks and adapt the remaining sessions if necessary.</p> <p>Carol Ferguson informed the group that a letter from Rob Webster will be circulated to Chief Executives of the PCTs and Acute Trusts encouraging them to support their organisations and attend if available at part of the sessions. The group suggested that the Trust Medical Directors are copied in to the letter and also copied in themselves.</p> <p>Carol Ferguson to update the group at the next Commissioning Group meeting in May.</p>	Carol Ferguson	Review at Next Meeting
5.5 Pathways into Contracts			
Log No	Action	Lead(s)	Deadline
67	<p>Barry Tinkler discussed the letter circulated from the Cancer Action Team on 16th March. The CAT are requesting proposals for additional funding to take forward world class commissioning of cancer services and promote awareness and early detection. The group agreed to submit proposals from 2 areas:</p> <ol style="list-style-type: none"> 1. Commissioning a cancer pathway 2. Costing a cancer pathway <p>The group agreed to create a project bid for Rob Webster's approval before the deadline 31st March 2009. Due to the timeframe the group need to create the proposal via email. Carol Ferguson and Barry Tinkler agreed to co-ordinate responses.</p>	All Members	27/03/2009
5.6 Patient Information Pathways			
Log No	Action	Lead(s)	Deadline
68	<p>For the groups information Jane Archer, Patient Informaion and Support Manager has circulated information to clinicians, CNS's and patients about developing and testing the quality of patient information. Jane Archer is co-ordinating this on behalf of the Network and is liasing with the CAT.</p>	N/A	N/A
5.7 National CAT Information Pathway			
Log No	Action	Lead(s)	Deadline
69	As agenda item 5.6.	N/A	N/A

5. Draft Complementary Medicine Peer Review Measures			
5.8 Zonal Peer Review Membership (to confirm)			
Log No	Action	Lead(s)	Deadline
70	The group confirmed that Janet Cawtheray would volunteer and Julie Thorpe would act as a deputy. Janet Cawtheray to update the group when necessary.	Janet Cawtheray	Reviews at Future Meetings
6. Familial Breast Cancer Support Group			
Log No	Action	Lead(s)	Deadline
71	John Hancock brought forward an enquiry he had received regarding the funding of a familial breast support group, other members had received the same enquiry in the past. Kath Pogson agreed to forward Sophie Thornborow a letter produced informing the leaders of the group that funding is not available as similar funded organisations exist such as Breast Cancer Care. Sophie Thornborow to circulate the letter with the Action Log.	Sophie Thornborow	01/04/2009
7. Information to Primary Care on Cancer Waiting Times			
Log No	Action	Lead(s)	Deadline
72	The group discussed the 18 week 'pause mode' which as of 1st January 2009 applies across the Network. The group agreed GP awareness was a main concern as not all GP's will be aware that patients with a suspected cancer need to be available within the 14 days. The group agreed to forward their comments for best practice in Primary Care to Sophie Thornborow for circulation to the group. Janet Cawtheray to forward the letter circulated from Calderdale PCT for information and reference.	Janet Cawtheray & Sophie Thornborow	01/04/2009
8. CAT User Involvement Project - Multi Stakeholder Workshop			
Log No	Action	Lead(s)	Deadline
73	John Hancock informed the group that the Multi Stakeholder Workshop required a Commissioning representative from the Network. Once re-circulated then if Commissioners thought attendance was worthwhile Barry Tinkler agreed to cover the travel costs of a representative of the group. Sophie Thornborow to re-circulate the invite email requesting any nominations from the group to attend.	Sophie Thornborow	01/04/2009
9. Any Other Business			
Log No	Action	Lead(s)	Deadline
74	The group agreed that a copy of the Gateway Group membership would be beneficial in helping to ensure executive level attendance. The group would like to discuss the End of Life and Palliative Care work, June Toovey to discuss at the group meeting in May. John Hancock requested that Liz Vickerstaff joined the group as representation from NYYPCT. Sophie Thornborow to circulate the Gateway membership and invite June Toovey to the meeting scheduled for 20th May. Liz Vickerstaff to be added to the membership.	Sophie Thornborow	01/04/2009

Date of Next Meeting(s)

Wednesday 22nd April 2009 12:00pm
Weetwood Hall Conference Centre & Hotel, Leeds, LS16 5PS

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