

**Actions of the meeting held on
Wednesday 22 April 2009, 12:00**

Yorkshire Cancer Network

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

Present:

Ms K Pogson	NHS Bradford & Airedale
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
Mrs C Ferguson	Yorkshire Cancer Network
Ms S Thornborow	
Mr B Tinkler	

1. Welcome and Aim of the Time-out			
Log No	Action	Lead(s)	Deadline
1	<p>J Hancock welcomed the group and gave an outline of the afternoon's session; To compile and develop a work plan for 2009/10. To understand/develop and manage relationships of Commissioning Group with:</p> <ul style="list-style-type: none"> • Each other (in particular commissioners) • YCN Board members • Public/Patients • Network Management Team • SCG/T • Other Forums (e.g. Chemotherapy Group & Gateway Group) 	N/A	N/A
2. Debrief from the YCN Board Time-out			
Log No	Action	Lead(s)	Deadline
2	<p>B Tinkler discussed the YCN Management Boards Time-out's top 5 consolidated priorities:</p> <ol style="list-style-type: none"> 1. Clarity of SCG and Board 2. Locality Groups 3. YCN Strategy and Delivery Plan 4. Membership and level of delegated authority 5. Focus on delivery <p>From the YCN Board's priorities the group discussed and identified elements for further discussion in considering the work plan:</p> <ul style="list-style-type: none"> • Commissioning Group's formal arrangements of roles and responsibilities. • Links into the YCN Board, NSSG's, Sub Groups and the Locality Groups. • Relationships between the Commissioning Group and the SCG, agreement required from the SCG representatives to feedback to Commissioners. • Full representation from Commissioners required on the Gateway Group to be quorate. Commissioners to establish a formal link to the Palliative End of Life Care Group and Peer Review. • Establishing a method of agreeing pathways and/or escalation to the YCN Board. 	J Hancock	For Discussion at the Next Meeting

3. Key elements of the Workplan			
Log No	Action	Lead(s)	Deadline
3	<p>Carol Ferguson discussed an approach to the group's role in network-wide pathway approval as envisaged by the Board.</p> <p>Carol Ferguson agreed to provide a sample pathway and supporting information to facilitate discussion about the circumstances under which the group would feel able to undertake its sign-off role.</p> <p>The group discussed that it would be beneficial to have an information exchange element to the meetings. Carol Ferguson informed the group that discussions are taking place with the YCN Information Manager to create a link to an online sharing page from the YCN website. This was considered to help Commissioning colleagues discuss work priorities/issues outside of the Commissioning Group allocated time.</p>	C Ferguson	Update at the Next Meeting on 20/05/2009
4. Looking ahead - commissioning services into 2010 and beyond			
Log No	Action	Lead(s)	Deadline
4	<p>J Hancock asked each group member to suggest 3 individual priority work streams for the groups 2009/10 work plan:</p> <ul style="list-style-type: none"> • Cancer Commissioning Toolkit to benchmark, compare and contrast. • Pathway development - costed pathways. • Primary care development i.e. chemotherapy at home, reduced follow ups and early detection. • Commissioning chemotherapy services in line with NCAG/NRAG. • IOG implementation and Peer Review. • EoLC Strategy - SLA's. • Tariff's and decisions collectively and liability of contracts. • Develop a shared electronic record primary/secondary and tertiary services. • Addressing health inequalities associated with earlier cancer diagnosis. <p>J Hancock agreed to consider the groups priorities and draft a work plan for discussion at the next meeting on 20th May 2009.</p>	J Hancock	Prior to Next Meeting on 20/05/2009
5. Meeting Dates for 2009			
Log No	Action	Lead(s)	Deadline
5	All future meeting dates available on the final page of the Action Log.	N/A	N/A

Date of Next Meeting(s)

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