

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
Mr S Duffy	Yorkshire Cancer Network
Mrs C Ferguson	
Mrs J Toovey	

Apologies

Ms J Thorpe, Mr B Tinkler, Mrs E Vickerstaff

1. Welcome and Apologies			
Log No	Action	Lead(s)	Deadline
6	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
7	The Action Log dated 20th May 2009 was agreed as an accurate record.	N/A	N/A
3. Matters arising			
Log No	Action	Lead(s)	Deadline
8	The group nominated and agreed Janet Cawtheray as the Vice Chair. S Thornborow to amend the membership accordingly.	S Thornborow	17/06/2009
4. Supportive & Palliative Care Implementation Updates			
Log No	Action	Lead(s)	Deadline
9	<p>J Toovey informed the group that the YCN Board consider the Commissioning Group as a monitoring group for the implementation of the Supportive and Palliative Care Guidance, J Toovey highlighted that the amount of work involved in implementing the guidance within the localities is considerable.</p> <p>J Toovey explained that the YCN Board are requesting that each of the Locality Groups nominate a lead to take the responsibility for progressing and monitoring the implementation within the December 2009 deadline. J Toovey asked the group who would be the most appropriate contacts.</p> <p>L Turner would be the link between the Commissioning and the Supportive and Palliative Care Steering Group.</p> <p>Mid Yorks and Harrogate nominations are still outstanding. J Hancock and J Thorpe to feedback to their localities and update J Toovey.</p> <p>All Commissioners to ensure their localities are aware of their responsibility in progressing the implementation of the guidance.</p>	All Commissioners	17/06/2009

5. Example Pathways			
Log No	Action	Lead(s)	Deadline
10	<p>C Ferguson discussed the tabled example colorectal pathways which were circulated by email prior to the meeting.</p> <p>C Ferguson asked the group what aspects do the Commissioners need in order to make a Network based decision for approval.</p> <p>J Hancock queried that to avoid any delays in the process of approving pathways could they have already received a QA check by the Network and any issues would be included in the gap analysis. This would enable the Commissioners to sign off the pathways without needing to consider the details.</p> <p>J Toovey highlighted that most of the pathways will have gaps in supportive and palliative care. It was agreed that the batch of urology pathways would be a good start.</p> <p>The group agreed to take responsibility of ensuring the pathways received during the Commissioning Group are discussed at the Locality Groups. Any issues regarding the implementation are to be feedback to the group.</p> <p>C Ferguson to construct a briefing document to accompany the pathways, including gap analysis to highlight variations between current practice and the proposed pathway.</p> <p>C Ferguson to table the urology pathways at the next meeting in June. Pathways will be circulated electronically prior to the next meeting on 17th June.</p>	C Ferguson	10/06/2009
6. Work Plan			
Log No	Action	Lead(s)	Deadline
11	<p>J Hancock discussed the tabled draft work plan and suggested that each aim/objective is allocated to a Commissioner and Network Lead for expansion of the tasks. The group agreed the following:</p> <p>Aim/objective:</p> <p>No. 1 J Hancock No. 2 L Turner & C Ferguson No. 3 J Cawtheray & B Tinkler No. 4 J Hancock No. 5 J Hancock & D Thomson No. 6 K Pogson & P Melling No. 7 S Frier & B Tinkler No. 8 J Thorpe, J Cawtheray, L Turner & J Toovey No. 9 K Pogson No.10 All Commissioners</p> <p>Tasks to be forwarded to J Hancock and S Thornborow for collation within 3 weeks. For discussion at the next meeting on 17th June.</p>	All Commissioners	10/06/2009
7. Locality Updates			
Log No	Action	Lead(s)	Deadline
12	<p>Locality updates to be discussed at the next meeting scheduled for 17th June 2009.</p> <p>S Thornborow to add Locality Updates to the next meeting agenda.</p>	S Thornborow	10/06/2009

Commissioning Group : Actions of the meeting held on Wednesday 20th May 2009 2:00pm

8. Cancer Waiting Times			
Log No	Action	Lead(s)	Deadline
13	<p>The group received a message from P Melling, the new cancer waiting times data had not been published onto the National Database and therefore would be presented at the meeting in June.</p> <p>S Thornborow to add to the next meeting agenda.</p>	S Thornborow	10/06/2009
9. Any Other Business			
Log No	Action	Lead(s)	Deadline
14	<p>SCG</p> <p>J Hancock and S Frier discussed SCG briefing papers prepared for PCT Chief Executives. J Hancock highlighted that to inform each other of local priorities it would be a useful exercise to share the papers.</p> <p>It was agreed those who have access to the papers would circulate to the group for information with prior approval.</p>	All Commissioners	Made Available prior to Meetings
15	<p>Fast Track Referrals</p> <p>K Pogson discussed a proposal for an amendment to the fast track form for referring patients. K Pogson asked the group for clarity regarding the 'stopping the clock' aspect to the 14 day referral policy.</p>	N/A	N/A
16	<p>HMDS</p> <p>S Frier updated the group on her meeting with Andy Rawstron and Andrew Jack who had presented to the group in January.</p> <p>J Hancock agreed to circulate the service specification review and associated papers on request.</p>	J Hancock	Review at the Next Meeting
17	<p>Early Diagnosis & Symptom Proposal</p> <p>C Ferguson tabled the proposal developed by M Holland and F Stephenson for funding to understand why colorectal patients are introduced to the pathway presented as emergencies. C Ferguson asked the group to feedback to comments to fiona.stephenson@ycn.nhs.uk</p> <p>S Thornborow to circulate the Early Diagnosis & Symptom Proposal for comments.</p>	All Commissioners & S Thornborow	Review at the Next Meeting
18	<p>Radiotherapy</p> <p>J Hancock gave feedback from a Humber and Yorkshire Coast Cancer Network Commissioning Group meeting he had attended to discuss the NRAG.</p>	N/A	N/A

Date of Next Meeting(s)

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