

**Actions of the meeting held on  
Wednesday 16 December 2009, 14:00**

**Yorkshire Cancer Network**

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

**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	
Mr H Butcher	User Partnership Group
Mrs C Ferguson	Yorkshire Cancer Network
Mrs A Millett	
Mrs H Ryan	

**Apologies**

Ms M Allinson, Ms F Stephenson, Mrs J Thorpe

<b>1. Welcome and Apologies - Confirm Transfer of Chairman</b>			
Log No	Action	Lead(s)	Deadline
77	<p>J Hancock chaired the meeting and introductions were made around the table as Hugh Butcher, YCN User Partnership Group Co-Chair is new to the Group.</p> <p>J Cawtheray thanked J Hancock for chairing the meetings in 2009. Janet will commence as group chair in January 2010.</p>	N/A	N/A
<b>2. Action Log from the last meeting</b>			
Log No	Action	Lead(s)	Deadline
78	<p>The action log from the meeting held on 18th November was agreed as an accurate record with the exception of log number 72; the risk register is part of the Cancer Reform Strategy action plan and is used by both LTHT and NHS Leeds.</p> <p>S Thornborow to make the amendment.</p>	S Thornborow	24/12/2009
<b>3. Matters arising</b>			
Log No	Action	Lead(s)	Deadline
79	<p>- The group agreed that 'Pathways' and 'Work Programme' should become a standing agenda item to monitor if the agreed pathways are being commissioned into services.</p> <p>- J Hancock suggested that the group meet jointly with the Lead Managers Group more frequently and proposed that a meeting date in April and September be circulated.</p> <p>- Engagement with Primary Care was raised, C Ferguson informed the group that it is an agenda item on the YCN Management Board meeting on 3rd February 2010.</p> <p>- C Ferguson informed the group that B Tinkler after his recently diagnosed illness will be taking early retirement.</p>	N/A	N/A

Commissioning Group : Actions of the meeting held on Wednesday 16th December 2009 2:00pm

<b>4. Skin Pathways - for sign off</b>			
Log No	Action	Lead(s)	Deadline
80	<p>A Millett highlighted that following Howard Peach's comments, (Consultant Plastic Surgeon at LTHT) the total figures on page 3 needed to be added to show the increase in numbers over the years. The new figures were noted during the meeting.</p> <p>It was agreed that the skin pathways would be signed off subject to a slight amendment to the non-melanoma pathway. (Graeme Stables, Consultant Dermatologist at LTHT and Calum Lyon, Skin NSSG Chair have both agreed to the amendment). The amended pathway will now be available on the YCN website.</p> <p>Commissioners to ensure the pathway is fed into their localities with GP involvement as best practice. To be brought back to the group in March for review.</p>	All Commissioners	10/03/2010
81	Amended pathway document to be circulated with the action log for information.	S Thornborow	06/01/2010
<b>5. NCAG Action Plan</b>			
Log No	Action	Lead(s)	Deadline
82	<p>J Hancock discussed the commissioning response to the NCAG Gap Analysis that was discussed at the Chemotherapy Group on 9th December 2009.</p> <p>J Hancock re-iterated that the Commissioning Group need to adopt a Network approach to delivering those measures in collaboration with the Chemotherapy Group.</p> <p>S Frier gave an update from the Chemotherapy Group. It was highlighted that it would be useful for the Commissioning Group to create a 'task and finish group' to develop a commissioning strategy for taking the work forward. It was suggested this should be completed through a series of 3 meetings</p> <p>L Vickerstaff agreed to be involved as she has experience with developing service specifications. The group agreed D Thomson or D Jackson need to be involved as well as a Public Health Lead. S Frier and/or J Hancock will take the lead.</p> <p>S Thornborow to organise the first meeting in February.</p>	S Thornborow	29/01/2010
<b>6. Investments 2010/2011</b>			
Log No	Action	Lead(s)	Deadline
83	<p>J Hancock asked the group to ensure that locality financial plans are included in the SCG financial spreadsheets.</p> <p>C Ferguson highlighted that it is anticipated that Rob Webster will raise decision-making and investment issues at the SCG meeting on 18th December 2009 in relation to implementation of the Brain &amp; CNS IOG and has asked for a substantive discussion about decision-making at YCN Management Board early in the New Year.</p>	N/A	N/A

<b>7. EBUS Update</b>			
Log No	Action	Lead(s)	Deadline
84	<p>C Ferguson tabled an updated paper on J Thorpe's behalf. Costs have been checked for accuracy, EBUS is potentially saving £555 per patient.</p> <p>J Hancock asked for a current costed pathway and a costed proposed pathway to highlight any benefits before making any recommendations. J Thorpe is presenting the pathway at the Lung NSSG in February 2010.</p> <p>The group asked for the item to be brought back after the presentation to the Lung NSSG.</p>	S Thornborow	Update in March 2010
<b>8. Peer Review</b>			
Log No	Action	Lead(s)	Deadline
85	<p>Helen Ryan, YCN Peer Review Support Manager introduced herself to the group and gave a brief update on Peer Review.</p> <p>Self Assessment and Internal Validation of MDTs and NSSGs are now complete. The Network is currently in the process of External Verification which is due to complete on 8th January 2010.</p> <p>Peer Review visits begin in March 2010. It is expected that the Zonal Team will provide timetables of visits directly to Trusts. The YCN is being visited on 26th March 2010, NSSGs being Peer Reviewed are; Gynae, Upper GI, Pancreatic, Urology and Skin.</p> <p>H Ryan asked for commissioner representation on the visits.</p> <ul style="list-style-type: none"> <li>- L Vickerstaff agreed to be involved with Skin.</li> <li>- S Frier agreed to be involved with Gynae.</li> <li>- J Hancock agreed to be involved with Urology.</li> <li>- K Pogson agreed she or Georgina Haslam would be involved.</li> </ul> <p>H Ryan to email the group if there are any gaps. K Pogson to contact H Ryan to confirm who is available.</p>	H Ryan & K Pogson	29/01/2010
86	<p>S Frier asked for clarity regarding the framework for the visits. H Ryan to contact the Zonal Team on the groups behalf.</p>	H Ryan	29/01/2010
<b>9. Excess Treatment Costs</b>			
Log No	Action	Lead(s)	Deadline
87	Postponed to the next meeting.	N/A	N/A
<b>10. Lymphoedema Service Specification Development</b>			
Log No	Action	Lead(s)	Deadline
88	<p>C Ferguson informed the group that F Stephenson and Dr Jacquelyne Todd, Physiotherapist Consultant in Lymphoedema at LTHT would like to present the work regarding the Lymphoedema Service Specification Development at the meeting in March.</p> <p>To be added to the meeting agenda.</p>	S Thornborow	05/03/2010

<b>11. Bloods in the Community</b>			
Log No	Action	Lead(s)	Deadline
<b>89</b>	<p>S Frier discussed the proposal from NHS Leeds. It is being proposed that Leeds patients could have their bloods taken in the community at GP surgeries rather than experiencing long waits for blood results at the hospital prior to chemotherapy. It is anticipated it could improve a patient experience considerably. In the interests of equity (and potential patient benefit) it would be preferable for this facility to be available to any patient in the YCN regardless of where they live.</p> <p>S Frier highlighted that the deadline for implementation at NHS Leeds is 1st April 2010.</p> <p>J Hancock proposed that the initiative be included in the NCAG action plan.</p>	N/A	N/A
<b>12. AOB</b>			
Log No	Action	Lead(s)	Deadline
<b>90</b>	<p>- L Turner informed the group that she is leaving her current post at NHS Kirklees for a new role at Mid Yorkshire NHS Trust as Associate Director for Cancer Services and Lead Clinician.</p> <p>- C Ferguson asked if the group would comment on a sample service specification from the Procurement Collaborative originally commissioned by B Tinkler.</p> <p>C Ferguson will circulate to the group for a second opinion.</p>	C Ferguson	29/01/2010

**Date of Next Meeting(s)**

Wednesday 13th January 2010 2:00pm  
St Gemma's Hospice, Moortown, Leeds, LS17 6QD

Wednesday 10th February 2010 2:00pm  
St Gemma's Hospice, Moortown, Leeds, LS17 6QD

Wednesday 10th March 2010 2:00pm  
St Gemma's Hospice, Moortown, Leeds, LS17 6QD

Wednesday 14th April 2010 2:00pm  
St Gemma's Hospice, Moortown, Leeds, LS17 6QD

Wednesday 12th May 2010 2:00pm  
St Gemma's Hospice, Moortown, Leeds, LS17 6QD

Wednesday 16th June 2010 2:00pm  
St Gemma's Hospice, Moortown, Leeds, LS17 6QD

Wednesday 14th July 2010 2:00pm  
St Gemma's Hospice, Moortown, Leeds, LS17 6QD

Wednesday 11th August 2010 2:00pm  
St Gemma's Hospice, Moortown, Leeds, LS17 6QD

Wednesday 15th September 2010 2:00pm  
St Gemma's Hospice, Moortown, Leeds, LS17 6QD

Wednesday 13th October 2010 2:00pm  
St Gemma's Hospice, Moortown, Leeds, LS17 6QD

Wednesday 10th November 2010 2:00pm  
St Gemma's Hospice, Moortown, Leeds, LS17 6QD

Wednesday 8th December 2010 2:00pm  
St Gemma's Hospice, Moortown, Leeds, LS17 6QD