

Actions of the meeting held on  
Wednesday 10 March 2010, 14:00

Yorkshire Cancer Network

St Gemma's Hospice, Moortown, Leeds, LS17 6QD

**Present:**

Mrs J Cawtheray (Chair)	NHS Calderdale
Mrs S Frier	NHS Leeds
Mrs E Vickerstaff	NHS North Yorkshire and York
Ms M Allinson	User Partnership Group
Mr H Butcher	
Mrs C Ferguson	Yorkshire Cancer Network
Mrs A Millett	
Miss L Parish	

**Apologies**

Ms C Harker, Ms K Pogson, Mrs J Thorpe

<b>1. Welcome and Apologies</b>			
Log No	Action	Lead(s)	Deadline
111	The Chair welcomed the group and brief introductions were made.	n/a	n/a
<b>2. Action Log from the last meeting</b>			
Log No	Action	Lead(s)	Deadline
112	Log 92 - Liz updated the group To create a service specification (L Parish to circulate for comment)	L Vickerstaff	n/a
113	To collate NCAG summary (L Parish to circulate)	L Vickerstaff	30/04/2010
114	Log 95 To follow up with J Thorpe re: checklist	L Parish	31/03/2010
115	Log 98 J Toovey meeting the SHA	J Toovey	n/a
116	Log 104 J Hancock to update the group at the April meeting	J Hancock	14/04/2010
117	Log 105 - J Cawtheray to feedback regarding PET CT Commissioning Steering Group meeting in April meeting L Parish to add to April agenda.	L Parish	30/03/2010
118	Log 106 - The March Gateway Group meeting was cancelled as there were no new drugs to discuss. There is a possibility that the YCN Gateway Group may merge with South Yorks, Humber and Yorks and the North of England Gateway Groups.	n/a	n/a

<b>2. Action Log from the last meeting</b>			
Log No	Action	Lead(s)	Deadline
119	Log 109 - S Duffy and C Ferguson have taken the issue of Lung Cancer Pathway breeches to the Board.  R Webster has emailed the PCT Chief Executives and a new focus will be put on progressing the Lung Lean Pathway. Each locality and provider to review their service.	n/a	n/a
120	Log 110  L Parish to circulate 'Policy for the Management of Symptomatic Breast Referrals...' to the Primary Care Group.	L Parish	30/03/2010
<b>3. Matters arising</b>			
<b>3.1 Costings - Turning Pathways into Contracts</b>			
Log No	Action	Lead(s)	Deadline
123	C Ferguson informed the group that the service specification work is not being taken forward at the moment. However, work is progressing with Bradford Trust regarding the costing of Colorectal Pathways. A research fellow has been appointed for 12 months to undertake this work. The project will be presented to a national workshop on 14/7/2010.	n/a	n/a
<b>3.2 Update - supportive and palliative care</b>			
Log No	Action	Lead(s)	Deadline
124		n/a	n/a
<b>5. Electronic Datasets</b>			
Log No	Action	Lead(s)	Deadline
121	N Easey presented to the group regarding electronic datasets. NYCRIS are not currently receiving any electronic datasets from the YCN.  L Parish to circulate presentation	L Parish	30/03/2010
122	Lead names in each trust to respond to N Easey	Lead names in each trust	30/04/2010
<b>6. Head and Neck Pathways</b>			
Log No	Action	Lead(s)	Deadline
125	The Head and Neck Pathways were unable to be signed off at the meeting due to the scope of the gaps in service across the YCN. A discussion followed and it was agreed that the commissioners would contact their relevant Trust cancer manager for an update on the position with the gaps and an action plan for addressing them. The commissioners will bring back an update at the next meeting. If a satisfactory outcome is not obtained the group may consider escalating this pathway to the YCN Board.  Commissioners to update the group on the gaps in the Head & Neck Pathway at the next meeting	All commissioners	14/04/2010
126	A shortage of medical physicists in IMRT in Leeds has been identified by the Head and Neck NSSG and S Fryer wanted to address this with the Trust and PCT.  A Millett to forward email from Dr C Coyle regarding the shortage of medical physicists.	A Millett	31/03/2010

<b>7. Peer Review – Complimentary Therapy Measures</b>			
Log No	Action	Lead(s)	Deadline
<b>127</b>	<p>Complimentary Therapy Measures are locality based, self assessment starting next month.</p> <p>The group felt that gathering the information will be a large task</p> <p>Fiona has started to pull together what services are available now across the network.</p> <p>All agreed this would be useful baseline information to help each locality in their preparation. Fiona to circulate to work to date.</p> <p>Fiona to circulate to work to date.</p>	F Stephenson	n/a
<b>8. Cancer Waiting Times</b>			
Log No	Action	Lead(s)	Deadline
<b>128</b>	<p>P Melling presented the latest CWT data to the group.</p> <p>There was some discussion around the legal right to a 14 day referral policy and how some breaches in the current system occur through patient choice and/or cancellations.</p> <p>Jane Archer at the YCN has been working on a patient leaflet informing people that the urgent referral has been made because there is a possibility of cancer. It was hoped that if patients understand the importance of the referral, it would reduce cancellations.</p> <p>Inter Provider Transfer Process Timings to be added to the June agenda.</p>	L Parish	01/06/2010
<b>9. Work Programme</b>			
Log No	Action	Lead(s)	Deadline
<b>129</b>	<p>The work programme discussion was postponed to the April meeting due to time constraints</p> <p>L Parish to add work programme to the April agenda.</p>	L Parish	31/03/2010
<b>10. AOB</b>			
Log No	Action	Lead(s)	Deadline
<b>130</b>	<p>M Allinson commented that the 'Lymphoedema Service Information for Commissioners' document, circulated with the agenda, had been very informative. It was requested that dates and authorship information be added to the document.</p> <p>L Parish to request date and authorship information for the document from F Stephenson.</p>	L Parish	31/03/2010
<b>131</b>	<p>A Vice Chair is required for the group.</p> <p>Those interested in the Vice Chair position to contact J Cawtheray.</p>	n/a	14/04/2010
<b>132</b>	<p>The group formally thanked Sandra Frier for her hard work and contribution to the group. Sandra is retiring from the NHS later this month.</p>	n/a	n/a

**Date of Next Meeting(s)**

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