

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

Yorkshire Cancer Network

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

**Present:**

Mrs J Cawtheray (Chair)	NHS Calderdale
Ms C Foster	NHS Leeds
Mr J Hancock	NHS North Yorkshire and York
Ms M Allinson	User Partnership Group
Mr H Butcher	
Miss D Mallinson	Yorkshire Cancer Network
Mr P Melling	
Mrs A Millett	
Mrs J Toovey	

**Apologies**

Mrs C Ferguson, Ms K Pogson, Ms F Stephenson, Mrs J Thorpe

<b>1. Welcome and Apologies</b>			
Log No	Action	Lead(s)	Deadline
1	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
2	<p>Log 112 - The group discussed the Service Specification and the idea that a model commissioning chemotherapy service could be used across the network.</p> <p>E Vickerstaff has drafted a Chemotherapy Service Specification for the York Trust based on the Advisory Group guidelines from NCAT. This has been circulated internally to a small group in North Yorkshire and York PCTs for feedback.</p> <p>J Toovey has a meeting arranged with Lois Bentley (Yorkshire &amp; Humber) to look at the possibility of undertaking Market Analysis for Chemotherapy Services.</p> <p>J Toovey and D Thomson to help provide support in the construction of documents for chemotherapy commissioning.</p>	J Toovey	Ongoing
3	J Toovey to update the group following the meeting with Lois Bentley	J Toovey	12/05/2010
4	<p>The Chemotherapy Services draft questionnaire and lack of data to support the questions was discussed, and the group agreed that to challenge the costing and fund Chemotherapy services correctly, the questionnaire would need to be completed with the use of accurate, available data.</p> <p>It was agreed that the questionnaire should be circulated to the managers to find out what data they have. J Toovey suggested that Sarah Cuthbertson may be able to advise the group on what data is already available.</p> <p>To circulate the draft questionnaire to Chemotherapy Lead Managers for feedback on their available data for questions.</p>	D Mallinson	05/05/2010

<b>2. Action Log from the last meeting</b>			
Log No	Action	Lead(s)	Deadline
5	<p>Log 114 - J Cawtheray thanked J Thorpe (Senior Commissioning Manager for Cancer and Palliative Care, NHS Wakefield) for circulating a Cancer Pathways Checklist for Commissioners.</p> <p>Group members to give feedback at next meeting and forwarded to Julie Thorpe.</p>	All Commissioners	12/05/2010
6	<p>Log 118 - The group were notified that there has been final confirmation that there will now be one process across the region which Paul McManus is leading to establish a new group. J Cawtheray informed group members that R Webster (NHS Calderdale) is to be the Lead Chief Executive, and the group will be chaired by a Medical Director who is yet to be named.</p> <p>D Thomson and G Fell to advise the group whether there are Service Users as part of the process.</p>	D Thompson/G Fell	10/05/2010
7	<p>Log 119 - The group was informed that R Webster has been in contact with the PCT Chief Executives regarding the Lung Lean Pathway. The group agreed that each locality should be giving feedback to the YCN.</p> <p>Carol Ferguson on behalf of the Network Board to feedback locality progress at the June meeting.</p>	C Ferguson	16/06/2010
8	<p>Log 112 - NYCRIS are providing updates for commissioners in relation to Provider Progress towards delivering the Cancer Registration Dataset as specified in the National Acute Services Contract. P Melling advised the group that this information will be in the next Board Report.</p> <p>P Melling to include the progress in the next Board Performance Report.</p>	P Melling	02/06/2010
<b>3. Matters arising</b>			
<b>3.1 Excess Treatment Costs</b>			
Log No	Action	Lead(s)	Deadline
9	<p>J Hancock commented on Excessive Treatment Costs, and his meeting with P McManus several months earlier. It was explained that commissioners in at two or three other networks had discussed commissioning research and the impact of excess treatment costs.</p> <p>J Hancock to find out what stage P McManus is at with the provisions</p>	J Hancock	10/05/2010
<b>4. Lymphoedema Service Specification Development</b>			
Log No	Action	Lead(s)	Deadline
10	<p>J Todd gave a presentation to the group on Lymphoedema Service Specification Development.</p> <p>The group discussed education, prevention and treatment pathways of cancer related Lymphoedema.</p> <p>J Cawtheray informed the group that members should be relaying this information back to their PCTs to raise awareness with both cancer commissioners and those who commission chronic illnesses.</p> <p>J Toovey to contact E Vickerstaff regarding a Service Specification and circulate to the group.</p>	J Toovey	07/05/2010

<b>5. PET Commissioning Update</b>			
Log No	Action	Lead(s)	Deadline
11	<p>J Cawtheray informed the group that the PET Commissioning group is now called the PET Advisory Group. The next meeting for this group is the 19th May 2010.</p> <p>J Cawtheray to send the minutes from the PET Advisory Group to D Mallinson for circulation.</p>	J Cawtheray/D Mallinson	05/05/2010
<b>6. HBC Helpline</b>			
Log No	Action	Lead(s)	Deadline
12	<p>The group discussed the HBC Helpline's proposal for funding.</p> <p>J Toovey to check any information received from the Nurse Directors relating to a decision about funding, and also to contact the Breast Care Nurses Group regarding their awareness and usage of the Helpline.</p> <p>D Mallinson to look for decisions made in past Action Log's and forward to J Cawtheray.</p>	D Mallinson	05/05/2010
13	To discuss J Toovey's feedback regarding what alternative to the HBC Helpline is currently available within the NHS at May's meeting	All Commisiioners	12/05/2010
<b>7. Head and Neck Pathways</b>			
Log No	Action	Lead(s)	Deadline
14	<p>A Millet presented some of the Trust responses received to Gap Analysis.</p> <p>The group concurred that the new Head and Neck Peer Review measures need to be cross checked against the Pathway.</p> <p>It was agreed by the group that they needed to escalate the fact that the Head and Neck Pathway cannot be signed off to the YCN Board, but as this is the first pathway the group has not been able to sign off, J Toovey and C Ferguson will discuss the issue with the Network Team before submitting to the Board.</p> <p>J Hancock to contact L Vickerstaff and report back any Gap Analysis in their services in York and Harrogate to Angela Millet</p>	J Hancock	10/05/2010
15	A Millet to circulate the Pathway and Gap Analysis to MDT Leads for feedback.	A Millet	07/05/2010
16	Head and Neck NSSG Chair to be updated on the groups decisions.	D Mallinson	12/05/2010
21	J Toovey and C Ferguson to discuss the issue around signing off the Head and Neck Pathway with the YCN.	J Toovey/C Ferguson	12/05/2010
<b>9. Work Programme</b>			
Log No	Action	Lead(s)	Deadline
19	D Mallinson to confirm the date of the Chemotherapy meeting and notify all Commissioning Group members.	D Mallinson	07/05/2010

<b>10. AOB</b>			
Log No	Action	Lead(s)	Deadline
<b>18</b>	<p>The group discussed Patient Access Schemes and how well they were actually being used.</p> <p>J Toovey informed the group that a meeting regarding the review model for chemotherapy services and develop a work plan, will take place on the 28th April 2010 at St James' Hospital (level 4 meeting room, Bexley) from 10am-12pm, before the Chemotherapy Group Meeting.</p> <p>D Mallinson to request further information regarding Patient Access Schemes from D Thomson.</p>	D Mallinson	10/05/2010
<b>20</b>	To recap on all pathways at the next meeting	All Commissioners	12/05/2010

**Date of Next Meeting(s)**

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