

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

Yorkshire Cancer Network

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

Present:

Ms P Wolstencroft	NHS Kirklees
Ms C Foster	NHS Leeds
Mrs E Vickerstaff	NHS North Yorkshire and York
Mrs J Thorpe	NHS Wakefield District
Ms M Allinson	User Partnership Group
Mr H Butcher	
Mrs C Ferguson	Yorkshire Cancer Network
Mrs P Kirk	
Miss D Mallinson	
Mr P Melling	
Mr D Thomson	
Mrs J Toovey	

Apologies

Mrs J Cawtheray, Mr J Hancock

1. Welcome and Apologies			
Log No	Action	Lead(s)	Deadline
69	J Thorpe chaired the meeting, introductions were made and apologies given.	N/A	N/A
2. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
70	Log 24 – J Toovey informed the group that a further meeting with L Bentley, C Ferguson, S Duffy and C Foster has been arranged. Members were informed there were no further significant developments since the last meeting. J Toovey to update the group when further progress has been made.	J Toovey	11/08/2010
71	Log 25 – The group agreed to discuss the Cancer Pathways checklist for Commissioners at the next meeting. To add to the next meetings agenda.	D Mallinson	11/08/2010
72	Log 26 – Members were informed that a new Regional Gateway Group is in the process of being formed.	N/A	N/A
73	Log 44 – J Toovey notified the group that there is now an updated version of the Complementary Therapies list which has yet to be circulated. It was noted that Leeds found the previously circulated list difficult to use in practice, therefore amendments were made. E Jehan to circulate document once finalised.	E Jehan	27/08/2010

Commissioning Group : Actions of the meeting held on Wednesday 14th July 2010 2:00pm

Log No	Action	Lead(s)	Deadline
74	<p>Log 45 – It was noted that the Service Specification for Psychology Services has not yet been circulated to the group.</p> <p>D Mallinson to ensure the document is circulated and uploaded to the YCN website.</p>	D Mallinson	30/07/2010
3. Matters arising			
3.1 Vice Chair of YCN Commissioning Group - Feedback			
Log No	Action	Lead(s)	Deadline
75	<p>J Thorpe notified members that the position of Vice Chair is currently vacant. Interest was previously shown from J Hancock and J Thorpe, however J Thorpe has now withdrawn interest in the role.</p> <p>It was noted the position of Chair will be up for renewal in 6 months time, therefore members agreed a replacement for J Cawtheray should be sought after instead of a Vice Chair. There was group consensus that the group should be PCT driven rather than Network driven and members should approach their individual PCTs on the idea of a rota based Chairing of the group between trusts. It was suggested that PCTs who have not yet had a Chair within the Commissioning group should take on this role;</p> <ul style="list-style-type: none"> • Leeds • Wakefield • Bradford • Kirklees <p>Members to contact relevant people within their PCT and suggest Chairing the group on a rota basis between trusts.</p>	All Commissioners	11/08/2010
3.2 Commissioners link to NSSGs			
Log No	Action	Lead(s)	Deadline
76	<p>C Ferguson informed the group that a list of NSSGs was circulated but little response was received. It was agreed that it is necessary for each NSSG to have a Commissioning lead in order to gain a Commissioners point of view on matters.</p> <p>There were discussions on whether to identify the gaps with no Commissioning Lead to agree a Commissioner to link with each NSSG, or to let each PCT nominate a designated lead. There was general consensus amongst the group that it would be beneficial to engage primary care and GP commissioning and possibly the PBCs in this.</p> <p>C Ferguson to re-circulate the list of NSSGs for appointment of a dedicated Commissioner.</p>	C Ferguson	06/08/2010

3.3 Update from YCN Chemotherapy group			
Log No	Action	Lead(s)	Deadline
77	<p>D Thomson updated members on the YCN Chemotherapy group. It was noted that the last meeting was cancelled however the next meeting will be focusing upon datasets, information and tariffs.</p> <p>Members were informed that the Chemotherapy group is pushing for a Chemotherapy tariff and a pathway for data collection. It was noted that M Holland is gathering the baseline data for Acute Oncology.</p> <p>The group was notified that discussions have taken place within the Chemotherapy group around how the ambulance service can support acute oncology. Examples identified were delivery of antibiotics for neutropenic sepsi, and transporting patients to appropriate setting rather than A&E.</p> <p>D Thompson notified the group that questions have been raised as to whether consultants are able to upgrade patients on the pathways rather than referring them back to their GP.</p> <p>The group was notified that J Hancock has being working on the Service Specification for Chemotherapy however this will need monitoring to provide a quality service as there are still no Chemotherapy Peer Review measures in place.</p> <p>C Foster informed the group that she has been developing a full service stream.</p> <p>The group discussed the 'Chemotherapy in the Community' work that has taken place at Airedale. L Vickerstaff informed the group that feedback from D Gulliford Stated patient feedback was very positive and a Value for Money analysis is currently being undertaken.</p> <p>Members were informed the next Chemotherapy group meeting is on the 25th August, 2pm – 4pm at St Gemma's Hospice, Leeds.</p> <p>J Toovey to contact D Gulliford for an update on the Chemotherapy in the Community' work and update the group at the next meeting.</p>	J Toovey	10/08/2010
78	L Vickerstaff to forward the 'Chemotherapy in the Community' feedback to D Mallinson for circulation.	L Vickerstaff	23/07/2010
3.4 Update - Head and Neck Pathway - Gap Analysis			
Log No	Action	Lead(s)	Deadline
79	<p>C Ferguson updated the group on the issues around the signing-off of the Head and Neck pathway. Members were informed that the gaps in the pathway are much larger than those in other NSSG's pathways which have previously been signed off.</p> <p>The group was notified that a template for feedback on the gaps has previously been circulated with a deadline of the end of June, however no responses have been received.</p> <p>It was agreed that that there is no clear picture of the gaps however many of them may be addressed following Self Assessment as part of Peer Review. Members agreed that the pathway will be reviewed again following Internal Validation in September.</p> <p>To review the Head and Neck pathway after Peer review's Internal Validation in September.</p>	All	September

3.5 Breast Symptomatic Referrals			
Log No	Action	Lead(s)	Deadline
80	<p>C Foster informed the group of where LTHT is in terms of progress. Members were notified that LTHT achieved the targeted Breast Symptomatic Referrals for June, which is the latest information available: LTHT's target for the quarter – 91.6% LTHT's actual for the quarter – 91.5%</p> <p>The group discussed the problematic area of eliminating referral outside of 2 weeks. It was noted that some patients do not want to be seen within the 2 weeks after diagnosis and this issue needs to be taken up with GPs to stop avoidable breaches.</p>	N/A	N/A
3.6 Pet Scan steering group - update			
Log No	Action	Lead(s)	Deadline
81	<p>The group discussed the minutes and Population Share by PCT document that was circulated on behalf of J Cawtheray.</p> <p>P Melling explained the Population Share by PCT document to the group and an in-depth discussion around this took place. It was agreed that the actual figures for scans that took place would be needed to decipher whether it is being commissioned properly. Questions were raised over the number in each locality who has access to scans being an estimate. Members agreed that Clinicians should be pushing for this service to be used more if localities are already paying for it.</p> <p>Members were informed that S Duffy has produced the new Clinical Guidelines for PET CT Scans and these are currently awaiting sign-off by the steering group.</p> <p>It was noted that the PET Scan group is aiming to get Bradford included as part of the national contract rather than the locality paying twice which is currently the case.</p> <p>It was noted the PET Scanning in Leeds is now fixed at the Bexley Wing.</p> <p>To review at the next meeting with an overview from J Cawtheray on how the funding is applied amongst Trusts.</p>	J Cawtheray	11/08/2010
82	To add to the agenda for the next joint Commissioning and Lead Managers meeting in December.	D Mallinson	December
3.7 Excess Treatment Costs			
Log No	Action	Lead(s)	Deadline
83	<p>Deferred to the next meeting.</p> <p>To add to the next meetings agenda.</p>	D Mallinson	23/07/2010

3.8 Regional Gateway Group			
Log No	Action	Lead(s)	Deadline
84	<p>D Thomson outlined the discussions that occurred at the first meeting of the Regional Policy Sub-Group. Debates took place within the group and it was agreed that the draft Terms of Reference be re-worded to strengthen the policy governance criteria including the relationship to the clinical pathways and business planning.</p> <p>It was agreed that the following panels be established with the lead person for each:-</p> <ul style="list-style-type: none"> • Horizon scanning – Paul McManus • Cancer Medicines – Marian Opoku-Fofie • Non-cancer medicines – tbc • Technologies – New Public Health Consultant • Tissue issues – Kevin Smith <p>The process for dealing with cancer drugs, and working across 3 Networks, remains unclear. Paul McManus and Pia Clinton-Tarestad are meeting with the 3 Networks over the summer and will propose a plan by August/September.</p> <p>It was agreed that a Matrix containing potential criteria for prioritisation be reviewed and circulated for comment and that the agreed matrix will then be applied.</p> <p>It was felt that proposed Assessment Criteria for Topics required additional questions to be considered around contracting issues and the way the business works.</p> <p>It was agreed that the RPSG would make recommendations to the SCG Board on the following matters of policy:-</p> <p>(a) Where the policy had a funding implication</p> <ul style="list-style-type: none"> • Routinely funded • Not routinely funded • Restricted funding <p>(b) Implementation</p> <p>(c) Follow-up from recommendations for audit/review</p> <p>(d) De-commissioning</p> <p>To keep the group updated on progress and developments within the Regional Gateway Group</p>	D Thomson	Ongoing
4. Market Analysis for Chemotherapy			
Log No	Action	Lead(s)	Deadline
85	<p>J Toovey informed the group that a second meeting with L Bentley has been rescheduled for the end of July. It was noted that market analysis across the whole Network carries time constraints. J Toovey notified members that an update would be given at a later date following the meeting.</p> <p>J Toovey to update the group on the Market Analysis for Chemotherapy meeting with L Bentley at the meeting in September.</p>	J Toovey	15/09/2010
5. Work Programme			
Log No	Action	Lead(s)	Deadline
86	<p>Members agreed to discuss the Work Programme at the next meeting</p> <p>D Mallinson to re-circulate the Work Programme to the group.</p>	D Mallinson	30/07/2010

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Log No	Action	Lead(s)	Deadline
87	To add QIPP and Work Programme to the next meetings agenda.	D Mallinson	23/07/2010
6. Quality and Productivity - Update			
Log No	Action	Lead(s)	Deadline
88	<p>The group was reminded that C Ferguson discussed Quality and Productivity at the joint meeting with the Lead Managers and that QIPP's are currently being done at all Localities. Members were notified that C Ferguson is awaiting feedback from Localities as to QIPP priorities.</p> <p>It was noted that C Ferguson has a teleconference booked with WYCOM, looking at a WYCOM-wide QIPP programme.</p> <p>Members were informed that at the last Board meeting, the Quality and Productivity pilot for Breast follow-up was approved for roll-out across the Network.</p> <p>It was noted that Urologists agreed to support Enhanced Recovery, and there were proposals for reductions in follow-up.</p>	N/A	N/A
7. EoLC and Specialist Palliative Care Pathways			
Log No	Action	Lead(s)	Deadline
89	<p>P Kirk and J Toovey presented the pathways to the group, including detailed descriptions and timescales.</p> <p>Discussions took place around whether the pathways are currently being used and the variations to which the pathway can be adapted.</p> <p>The group agreed the End of Life Care Specialist Palliative Care pathways.</p> <p>To sign off the pathways and retrospectively complete documents.</p>	J Toovey/P Kirk	06/08/2010
8. Update on Pathways at Locality level			
Log No	Action	Lead(s)	Deadline
90	<p>The group discussed any progress that has occurred in taking the pathways through localities.</p> <p>C Foster suggested that meetings with relevant Clinicians should take place to check the pathways.</p> <p>Members agreed that evidence is required from localities to ensure that all pathways are being followed correctly.</p> <p>Localities to work through the process for agreeing pathways.</p>	All localities	Ongoing
91	To discuss the pathways at locality level again at the next meeting.	All	11/08/2010
92	Commissioners to use the Peer review Internal Validation process to ensure the pathways are being followed practice.	All	06/08/2010

9. Hereditary Breast Cancer Helpline			
Log No	Action	Lead(s)	Deadline
93	C Ferguson circulated a draft letter explaining the YCN's position with regards to the Hereditary Breast Cancer Helpline. The group was reminded that all services commissioned should be based on a service level agreement. The group discussed the content and amendments were made. C Ferguson to amend the letter and circulate to the group for final comments.	C Ferguson	19/07/2010
94	D Mallinson to email the letter to the Hereditary Breast Cancer Helpline and copy in all Commissioners.	D Mallinson	22/07/2010
10. Cancer Waiting Times			
Log No	Action	Lead(s)	Deadline
95	P Melling presented the latest Cancer Waiting Times to the group. The group agreed that the largest problem is 62 day referrals. Members were notified that A Craig is currently having bilateral discussions with those departments who are frequently producing low figures. To keep the group updated on the Cancer Waiting Times.	P Melling	11/08/2010

Date of Next Meeting(s)

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