

Present:

Ms S Cost	Bradford Teaching Hospitals NHS Foundation Trust
Dr E Loney	
Dr J McCaul	
Ms M Beaumont	Calderdale and Huddersfield NHS Foundation Trust
Ms S Cameron	Leeds Teaching Hospitals NHS Trust
Dr C Coyle	
Ms T Feber	
Ms S Fisher	
Dr M Sen	
Ms J Hoole	Mid Yorkshire Hospitals NHS Trust
Mr D Mitchell	
Mr P Whitfield	York Hospitals NHS Foundation Trust
Miss L Carroll	Yorkshire Cancer Network
Mr P Melling	
Mrs A Millett	
Ms F Stephenson	
Mr B Tinkler	

1. Apologies

Ms I Cliffe, Mr S Davies, Ms B Davis, Mr S Duffy, Mr Z Makura, Mr T Ong, Ms K Stromberg, Ms L Taylor, Mr D Thomson

2. Action Log from the last meeting

Log No	Action	Lead(s)	Deadline
14	The Action Log for the meeting that took place on 8th May 2007 was agreed as an accurate record.	N/A	N/A

3. Matters arising

Log No	Action	Lead(s)	Deadline
15	Mr S Worrall has resigned as Clinical Lead for Head and Neck and will no longer be undertaking any head and neck oncology work at Bradford Teaching Hospitals NHS Foundation Trust. Mr Dave Sutton is currently acting as Lead until a replacement is appointed. To update membership.	L Carroll	25/10/2007

3.1. User Involvement

Log No	Action	Lead(s)	Deadline
16	Ms Feber presented the advantages and disadvantages of having Service User representatives on the YCN Head and Neck Group. Following an in-depth discussion members agreed to invite User representatives however emphasised the importance that they are provided with the necessary support. To liaise with Ms Stephenson and Ms Toovey regarding the process of inviting Service User representatives to become members with appropriate support.	T Feber, F Stephenson and J Toovey	19/10/2007

3.1. User Involvement			
Log No	Action	Lead(s)	Deadline
17	To include User Involvement as an agenda item for future meetings.	L Carroll	Ongoing
4. Improving Outcomes Guidance Action Plan			
Log No	Action	Lead(s)	Deadline
18	A draft letter was tabled regarding the update on the submitted action plan to meet the NICE Improving Outcomes Guidance Head and Neck Cancer. Following a group discussion it was agreed to circulate the draft letter to the Group and Lead Managers for comments by Friday 26th October 2007. This letter will then be taken to the YCN Management Board on Wednesday 7th November for formal approval prior to being sent to the Cancer Action Team.	L Carroll/B Tinkler	26/10/2007
19	To revisit the Action Plan to update the surgical procedure definitions. Ms Fisher, Mr McCaul and Mr Whitfield agreed to lead on this.	S Fisher, J MCCaul and P Whitfield	31/10/2007
20	Mr Tinkler proposed a YCN Head and Neck Group audit on primary and secondary procedures is undertaken prospectively in April 2008 for a minimum of three months. Following a group discussion it was suggested that DAHNO could be used to take forward this audit. To discuss how to take this audit forward at the next meeting.	All	next meeting
5. Peer Review - update			
Log No	Action	Lead(s)	Deadline
21	Ms Stephenson summarised the Network feedback paper for the YCN Head and Neck Peer Review visit that took place in June 2007. The importance that each locality/specialty is represented at each of the meetings was emphasised. To circulate the paper with the Action Log.	L Carroll	25/10/2007
22	To circulate the second draft of the Peer Review Report for Head and Neck to the Group.	L Carroll	25/10/2007
23	To produce the first draft of the Network Remedial Action Plan for circulation to the group by the end of November 2007. The final report will be published on 21st December with the Action Plan. The Action Plan needs to be agreed and submitted to the Zonal Peer Review Team by 7th December 2007.	F Stephenson and TK Ong	30/11/2007

6. Service Improvement Leads			
Log No	Action	Lead(s)	Deadline
24	<p>The Leads to take forward the Service Improvement work for the YCN Head and Neck Group were confirmed as;</p> <p>Airedale - Ms J Duerden (to be confirmed) Bradford - Mr D Sutton and Ms S Cost Calderdale & Huddersfield - Ms M Beaumont Mid Yorkshire - Ms J Hoole Harrogate - Leeds - Mr TK Ong and Ms T Feber York - Mr P Whitfield & Ms B Davies</p> <p>This group will work on producing a Network agreed pathway for Head and Neck with quality criteria.</p> <p>To circulate the December date for the next Head and Neck Service Improvement meeting and feedback at the next meeting.</p>	J Hoole	Review next meeting
7.1. DAHNO			
Log No	Action	Lead(s)	Deadline
25	<p>The deadline for the 2007 annual report is 19th November 2007 (includes patients diagnosed between 1st November 2006 and 31st October 2007).</p> <p>Phase 2 (which will include all head and neck cancers) will commence in 2008.</p> <p>Mr Melling reported that DAHNO is moving from the current computer system to a web-based one. It is anticipated this will resolve the implication of receiving data back.</p> <p>To update the group on progress at the next meeting.</p>	P Melling	Review next meeting
8. Cancer Waiting Times			
Log No	Action	Lead(s)	Deadline
26	To circulate the latest CWT data with the Action Log.	P Melling	25/10/2007
9. AHP Update			
Log No	Action	Lead(s)	Deadline
27	<p>Ms Paula Adam has agreed to become Vice Chair of the AHP Group from April 2008. The group objectives for the 2008 Work Programme will be agreed at the meeting in December 2007.</p> <p>To update the group at the next meeting.</p>	AHP representative	next meeting
10. Educational Event			
Log No	Action	Lead(s)	Deadline
28	<p>The YCN Head and Neck Educational Event is taking place on Friday 30th November 2007 at the Thackray Medical Museum, Leeds.</p> <p>To send Miss Carroll the name of any contacts that may be interested in sponsoring this event.</p>	All	16/11/2007

12. Dates for 2008 meetings

Log No	Action	Lead(s)	Deadline
29	To be circulated with the Action Log.	L Carroll	25/10/2007

Date of Next Meeting(s)

Friday 30th November 2007 12:30 pm
Thackray Medical Museum, Leeds [EVENT]

Wednesday 27th February 2008 1:30 pm
TBC

Monday 9th June 2008 1:30 pm
TBC

Thursday 16th October 2008 1:30 pm
TBC