

**Present:**

Ms S Cost	Bradford Teaching Hospitals NHS Foundation Trust
Dr E Loney	
Mr A Pick	
Mr D Sutton	
Ms S Cameron	Leeds Teaching Hospitals NHS Trust
Dr K Dyker	
Mrs M Mahony	
Mr Z Makura	
Mr T Ong (Chair)	
Mrs I Cliffe	NHS Bradford & Airedale
Mrs S Fisher	University of Leeds
Mr P Whitfield	York Hospitals NHS Foundation Trust
Mr S Duffy	Yorkshire Cancer Network
Mr P Melling	
Mrs A Millett	
Ms F Halstead	Yorkshire Cancer Research Network

**Apologies**

Miss P Adam, Ms M Beaumont, Dr C Coyle, Mrs M Dailey, Mr R Dailey, Dr D Gouldesbrough, Ms J Hoole, Dr S Kite, Mr P Nixon, Mrs H Ryan, Dr M Sen, Mr B Tinkler

<b>2. Action Log from the last meeting</b>			
Log No	Action	Lead(s)	Deadline
1	Was agreed as being an accurate record.	N/A	N/A
<b>3. Matters arising</b>			
Log No	Action	Lead(s)	Deadline
2	<p>•IOG Action Plan Implementation</p> <p>It was confirmed that the required elements for Bradford to have an IOG compliant service are now in place including HDU facilities; an appointment of an extra surgeon and additional CNS support (1WTE)</p> <p>A discussion followed regarding inter-trust and across Network communication issues.</p> <p>To ensure that the YCN Board Précis is circulated automatically to each Head and Neck MDT Lead following the YCN Management Board meetings.</p>	H Ryan/ P Melling	June 2009

<b>4. Service Improvement Group Update</b>			
Log No	Action	Lead(s)	Deadline
3	<p>The group discussed the membership and agreed that the MDT Service Improvement Leads or a representative should attend in order to progress service improvement work.</p> <p>Final amendments were suggested to the head and neck clinical pathway and gap analysis.</p> <p>The group reviewed the results of the follow-up questionnaire and discussed nurse-led follow-up. A nurse from ward 91 at Leeds will be invited to the next meeting to discuss nurse-led follow-up protocols.</p> <p>Progress on the head and neck supportive &amp; rehabilitation was circulated for information.</p> <p>The group agreed to concentrate on the current workload before deciding on any future service improvement topics for the work programme.</p> <p>To keep the group updated.</p>	E Loney	On-going
<b>5. Going Further on Cancer Waiting Times</b>			
Log No	Action	Lead(s)	Deadline
4	<p>P Melling presented to the group the first quarter of head and neck cancer waiting times data against the new targets.</p> <p>To keep the group updated on future performance.</p>	P Melling	Next meeting (07/10/2009)
5	<p>TK Ong highlighted that Rod and Moira Dailey (Service User Representatives) would like a more detailed explanation on how to interpret the waiting time data.</p> <p>To discuss further with R and M Dailey.</p>	P Melling	On-going
<b>6. Audit</b>			
Log No	Action	Lead(s)	Deadline
6	<p>TK Ong had not received any audit project summaries from the group.</p> <p>TK asked the group for audit topics.</p> <p>E Loney suggested an audit on the collection of data at MDT of clinical vs. radiological vs. pathological staging of patients.</p> <p>To look into taking forward proposed audit.</p>	TK Ong	Review Next Meeting (07/10/2009)
<b>7. YCRN update</b>			
Log No	Action	Lead(s)	Deadline
7	<p>F Halstead summarised the YCRN Head and Neck Cancer Clinical Trials portfolio performance report.</p> <p>To re-circulate the report to the group with the action-log.</p>	F Halstead	Next meeting (07/10/2009)

Head and Neck Group : Actions of the meeting held on Thursday 11th June 2009 2:30pm

<b>8. Head and Neck Specialist Group Update</b>			
Log No	Action	Lead(s)	Deadline
8	<p>A time-out meeting took place on 5th May 2009 to work on the head and neck supportive care and rehabilitation pathway along with the patient information pathway.</p> <p>To circulate first draft to YCN Head and Neck Specialist Group for comment before circulating to the NSSG.</p>	H Ryan	June 2009
<b>9. Any Other Business</b>			
Log No	Action	Lead(s)	Deadline
9	<p>•Educational Event</p> <p>An educational event will be arranged at the beginning of November.</p> <p>It was suggested to make the educational event a full day with a research component in the morning.</p> <p>Ideas for the educational programme to TK Ong.</p>	All	On-going

**Date of Next Meeting(s)**

Wednesday 7th October 2009 2:30pm  
Committee Room 1, Trust HQ, Ground Floor, St James's University Hospital