

YORKSHIRE CANCER NETWORK

Head & Neck Group Meeting

Minutes of the meeting held on
Friday 23rd September 2005, 10.00am
Room1, YCRN Conference Suite, Cookridge Hospital

Present:	Ms S Cost Ms L Taylor	Bradford Teaching Hospitals NHS Trust
	Mr D Martin-Hirsch	Calderdale & Huddersfield NHS Trust
	Ms S Cameron Dr C Coyle (Chair) Ms T Feber Dr G Gerrard Mr M Lansdown Ms K Stromberg	Leeds Teaching Hospitals NHS Trust
	Mr J Frewer Mr D Mitchell	Mid Yorkshire NHS Trust
	Ms S Fisher	University of Leeds
	Ms B Davis Mr J Taylor	York Hospitals NHS Trust
	Mr B Tinkler Ms H Ryan Mrs J Toovey	Yorkshire Cancer Network

1. Welcome and apologies for absence

Dr Coyle explained that this additional meeting was arranged to specifically discuss and agree the YCN Head and Neck IOG Action Plan.

Dr Coyle welcomed Dr Georgina Gerrad and Mr Mark Lansdown to the meeting who had been invited to contribute to the thyroid cancer aspects of the action plan.

Apologies were received from Ms J Hoole, Mr T K Ong, Ms J Trent, Mr P Whitfield and Mr S Worrall.

2. YCN Head and Neck Improving Outcomes Guidance Action Plan

Mr Tinkler had circulated the second draft of the YCN Head and Neck IOG Action Plan to the group prior to the meeting. Mr Tinkler confirmed that the next draft of the action plan would include thyroid cancer pathways produced by Dr Gerrard.

There was a page by page group discussion on the accuracy and content of the action plan and amendments were identified.

Mr Tinkler explained that the an agreed and signed Network Action Plan must be submitted to the Department of Health by 31st October therefore the following timescales were agreed by the group:

- Amendments identified by individuals at the meeting to be sent to Barry Tinkler (barry.tinkler@leedsth.nhs.uk) by **Friday 30th September**.
- Mr Tinkler to circulate the final draft of the action plan to the group by Wednesday 5th October for any final comments to Mr Tinkler by **Monday 10th October**.

The final document will then be circulated to commissioners and the hospital trust management teams across the Network for sign-off.

3. Any Other Business

- **Draft Head and Neck Cancer Peer Review Quality Measures**

Mrs Fisher encouraged colleagues to respond separately to the draft Head and Neck Quality Measures using the consultation proforma, deadline for comments is 7th October 2005. A copy of the draft measures can be found in the Cancer Section on the Department of Health website www.dh.gov.uk or on the CQuINS website www.cquins.nhs.uk .

4. Date and Time of Next Meeting

**Monday 7th November 2005, 1.30pm
at Room 1, YCRN Conference Suite, Cookridge Hospital**