

Present:

Ms M Neary	Bradford Teaching Hospitals NHS Foundation Trust
Ms A Walton	Calderdale and Huddersfield NHS Foundation Trust
Ms L Booth	Harrogate and District NHS Foundation Trust
Mr D Fox	Leeds Teaching Hospitals NHS Trust
Ms M Hayes	Mid Yorkshire Hospitals NHS Trust
Ms E Jeffers (Chair)	York Hospitals NHS Foundation Trust
Mrs C Ferguson	Yorkshire Cancer Network
Mr P Melling	
Mr D Thomson	
Mr B Tinkler	

Apologies

Ms D Gulliford, J Myers, Ms F Stephenson

1. Welcome and Apologies			
Log No	Action	Lead(s)	Deadline
1	Elaine Jeffers welcomed members to the meeting and introductions were made.		
2. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
2	The action log from the last meeting was accepted as a true record.		
3. Governance Structure			
Log No	Action	Lead(s)	Deadline
3	<p>Carol Ferguson provided an overview on the YCN governance structure paper circulated for information. The paper was presented to the YCN Board on 2nd April 2008.</p> <p>Carol Ferguson has agreed to produce a formal framework outlining the process model for IOG implementation which will be circulated to the Board, Lead Managers and Commissioners for comment.</p> <p>The YCN team will work with PCTs and provider organisations to discuss how the governance framework will work and how the lead team can support them in functioning of the locality group.</p> <p>To re-circulate paper to the Lead Managers once finalised by the YCN Management Board.</p>	C Ferguson/ H Ryan	May 2008

4. Cancer Reform Strategy			
Log No	Action	Lead(s)	Deadline
4	<p>Barry Tinkler gave an overview of the paper circulated on the implications, actions and timescales for the YCN to implement the Cancer Reform Strategy (CRS).</p> <p>The YCN will be taking forward the following 4 Pathfinder Projects:</p> <ul style="list-style-type: none"> •Radiotherapy •Survivorship •Data Collection •Funding analysis on cancer by PCT <p>Once all the Locality Groups have met to discuss the CRS to arrange a series of meetings with Lead Managers and Locality Group key representatives to develop the YCN Service Delivery Plan 2008/12.</p>	B Tinkler, Locality Groups & Lead Managers	May 2008
5	To contact Barry Tinkler and Carol Ferguson with proposed work streams to take forward within the identified pathfinder projects.	Lead Managers	May 2008
5. Cancer Waiting Times			
Log No	Action	Lead(s)	Deadline
6	<p>Philip Melling presented the latest Cancer Waiting Times data to the group.</p> <p>To circulate the presentation to the group with the action log.</p>	H Ryan	23/04/2008
6. Improving Outcomes Guidance			
Log No	Action	Lead(s)	Deadline
7	<p>Improving Outcomes Guidance (IOG) update papers were circulated to the group.</p> <p>Barry Tinkler went through the progress made in implementing the published NICE IOG's highlighting where Action Plans have been agreed and completed and those where Action Plans have either been agreed or to be agreed and implemented. Risks for commissioners and providers were highlighted.</p> <p>To support the actions required to meet the outstanding Improving Outcomes Guidance Action Plans and the development of future plans.</p>	Lead Managers	On-going
7. Nominations for Chair			
Log No	Action	Lead(s)	Deadline
8	<p>Elaine Jeffers informed the group that she would be standing down as chair of the group as she is leaving her role as Lead Manager at York to take on a new post at Leeds.</p> <p>Elaine Jeffers asked the group for nominations for chair.</p> <p>Liz Booth volunteered to take on the role of chair, the group unanimously supported the proposal.</p> <p>The group thanked Elaine Jeffers for her hard work and commitment as chair and wished her luck in her new role.</p> <p>To update the YCN database accordingly.</p>	H Ryan	18/04/2008

8. Community Chemotherapy			
Log No	Action	Lead(s)	Deadline
9	<p>David Thomson gave a presentation on chemotherapy capacity and the capacity planning resource toolkit and chemotherapy 'closer at home'.</p> <p>David Thomson has received a request from the Cancer Action Team (CAT) for information from selected Trusts on chemotherapy spend to inform (and to be used as an example) in the forthcoming National Chemotherapy Advisory Group (NCAG) Report.</p> <p>To check with Harrogate Trust Team about being a pilot for CPORT tool.</p>	L Booth	May 2008
10	To circulate national chemotherapy data request email to Lead Managers.	D Thomson	10/04/2008
11	To share local chemotherapy data for NCAG report with D Thomson.	Lead Managers	18/04/2008
9. Any Other Business			
Log No	Action	Lead(s)	Deadline
12	<p>• Bowel Cancer Screening Programme</p> <p>Invites for the 3rd wave were requested last week.</p> <p>The proposed Mid Yorkshire led centre for Calderdale and Huddersfield and Mid Yorkshire, is now being led by Calderdale and Huddersfield.</p> <p>To keep the group updated.</p>	B Tinkler	On-going
13	<p>• Peer Review</p> <p>Currently there are 3 sub-groups nationally looking at annual self assessment, validation process and the verification process.</p> <p>The programme through to 2013 is being developed taking into account the new IOG's and will be rolled out nationally from October 2008.</p> <p>As part of the Yorkshire and Humber collaborative approach all clinical networks are being reviewed. The 3 cancer networks will be reviewed during May and June 2008.</p> <p>To keep the group updated.</p>	B Tinkler	On-going

Date of Next Meeting(s)

Wednesday 23rd July 2008 1:30 pm
Meeting Room, 50 Lancaster Park Road, Harrogate District Hospital

Wednesday 8th October 2008 1:30 pm
Meeting Room, 50 Lancaster Park Road, Harrogate District Hospital

Wednesday 17th December 2008 1:30 pm
Meeting Room, 50 Lancaster Park Road, Harrogate District Hospital