

**Actions of the meeting held on  
Tuesday 05 October 2010, 14:30**

**Yorkshire Cancer Network**

**Meeting Room, 50 Lancaster Park Road, Harrogate District Hospital**

**Present:**

Ms G Hollingsworth	Bradford Teaching Hospitals NHS Foundation Trust
Ms A Walton (Chair)	Calderdale and Huddersfield NHS Foundation Trust
Ms A Burgin	Harrogate and District NHS Foundation Trust
Ms A Craig	Leeds Teaching Hospitals NHS Trust
Mrs J Simpkin	NHS Yorkshire and the Humber Strategic Health Authority
Mr M Harvey	York Hospitals NHS Foundation Trust
Mrs C Ferguson	Yorkshire Cancer Network
Mrs C Irving	
Mr P Melling	
Mrs H Ryan	
Ms F Stephenson	

**Apologies**

Ms D Gulliford, Ms L Turner

<b>2. Action Log from the last meeting</b>			
Log No	Action	Lead(s)	Deadline
<b>15</b>	The action log from the last meeting was agreed to be a true record.	N/A	N/A
<b>2.1 Commissioning Proposals for CAT</b>			
Log No	Action	Lead(s)	Deadline
<b>16</b>	Carol Ferguson explained that the one WCC Exemplar Project being taken forward providing detailed information on the implications of costing the colorectal pathway is well underway. The interim findings were presented at the National Workshop in July and that the complete findings will be available by December.  To share the findings with the group once they are published.	C Ferguson	10/02/2011

<b>4. Peer Review Information Update</b>			
Log No	Action	Lead(s)	Deadline
17	<p>Internal Validation (IV) 2010/11 - now complete (deadline 30th September 2010).</p> <p>HR currently pulling together a summary of Immediate Risks (IR) and Serious Concerns (SC) identified across the YCN through IV and will circulate once complete.</p> <p>Process for following up an Immediate Risk and Serious Concern raised through IV is the same had a visit taken place. Networks to write to Trust Chief Executives if an immediate risk or serious concern is raised at IV stage with a response deadline of two weeks for an IR or four weeks for a SC. If no response is received then IV panel can escalate this up to the Zonal team to deal with.</p> <p>Peer Review Zonal Team now undertaking External Verification. External Verification meetings between Trust Cancer Management and Zonal Team will take place on 4th and 5th November 2010, venue TBC. Final agenda and confirmation of venue will be circulated by mid October.</p> <p>YCN preparing for external Peer Review Visits in March 2011 for Breast, Lung, Rehabilitation and Radiotherapy measures.</p> <p>New measures:</p> <p>Acute Oncology – consultation of draft measures from August until 10 November 2010. Consultation Event on 8th November 2010.</p> <p>Specialist Palliative Care – Measures in final draft awaiting gateway release.</p> <p>Work ongoing on the development of brain and CNS and Sarcoma measures.</p> <p>To keep the group updated accordingly.</p>	H Ryan	10/02/2011
<b>5. Secondary Breast Cancer pathway</b>			
Log No	Action	Lead(s)	Deadline
18	<p>Carol Ferguson made the group aware that the Secondary Breast Cancer Pathway has been agreed at Board level and is now available to download on the YCN web. The two key specific recommendations are that those presenting with a secondary tumour should have access to a key worker and be discussed at an MDT. All localities are to ensure that this is the case.</p> <p>Clair Irving is to circulate the pathway with the action log.</p>	C Irving	26/10/2010
<b>7. Networks and their future place</b>			
Log No	Action	Lead(s)	Deadline
19	<p>Carol Ferguson informed the group that the Board have discussed the role of Networks in the future and agreed to produced an offer paper once the financial risk is clear following the Comprehensive Spending Review on the 20th October 2010.</p> <p>To keep the group updated.</p>	C Ferguson	10/02/2010

**Lead Managers Group : Actions of the meeting held on Tuesday 5th October 2010 2:30pm**

<b>8. Future of the group</b>			
Log No	Action	Lead(s)	Deadline
24	<p>Angela Walton informed the group that she would step down as chair after this meeting. The group thanked Angela for her term of office and welcomed Angie Craig to the role AND Mike Harvey as the Vice Chair.</p> <p>Members agreed that the Chair should do one year and rotate.</p> <p>Clair Irving to amend the membership.</p>	C Irving	ASAP
25	<p>Members discussed a 2011 meeting schedule and agreed to meet in February, April, June, August, October and December linking up with the Commissioners for their June and December meetings. The group agreed to cancel the meet scheduled for the 9th November 2010.</p> <p>Clair Irving to organise the dates and venues and to make the group aware.</p>	C Irving	ASAP
<b>9. Going Further on Cancer Waiting Times</b>			
Log No	Action	Lead(s)	Deadline
20	<p>The group discussed the latest cancer waiting times.</p> <p>To update the group as necessary.</p>	P Melling	10/02/2010
<b>9.1 Data quality issues (including Inter-trust transfers)</b>			
Log No	Action	Lead(s)	Deadline
21	<p>Philip Melling informed the group that he has carried out a piece of work looking at July's 62 day patients undergoing first treatment to see if Open Exeter shows linked records to the same patient previously having been on a 2ww at any other time. The numbers appeared to be higher than expected, highlighting a training/tracking issue.</p> <p>Philip Melling is to run the same process for August and inform the group of the outcome.</p>	P Melling	10/02/2010
22	<p>Philip Melling offered to visit any units to provide help if necessary.</p> <p>To contact Philip Melling if any teams require any assistance.</p>	P Melling	Ongoing
<b>9.2 Reallocation of Breaches</b>			
Log No	Action	Lead(s)	Deadline
23	<p>Philip Melling informed the group that the Board have agreed to pilot a policy to reallocation all 62 day shared breaches for Q1 (April, May, June) to investigate where the majority of breaches occurred to look at the possibility of reallocating the breach depending on the time of referral. The group agreed to look at the data in two ways - using the date of the referral that was actually added to PPM (system creation date) and then secondly looking at the date the referral was added to PAS.</p> <p>Members discussed this issue in detail and thanked Jackie Simpkin for her input on this matter.</p> <p>Philip Melling agreed to keep the group updated on the outcome of this pilot.</p>	P Melling	10/02/2010

<b>10. Local update</b>			
Log No	Action	Lead(s)	Deadline
<b>26</b>	<p>► Calderdale and Huddersfield</p> <p>Angela Walton informed the group that all Haematology appointments have now been filled.</p> <p>► Leeds</p> <p>Angie Craig reported that plans for Q3 have included new plastic surgeons to allow the skin work to be taken from Bradford in a more timely manner. Sarcoma and Breast now have an additional half a surgeon and expansion of theatre capacity is underway.</p> <p>► Bradford</p> <p>Interviews are taking place for a Lead Cancer Nurse on the 12th October 2010 and those for a 4th Haematologist in November.</p> <p>► Harrogate</p> <p>Palliative care have a new team leader.</p> <p>► York</p> <p>A second Upper GI and Urology CNS have been appointed</p>	N/A	N/A
<b>11. Awareness and Early diagnosis initiative</b>			
Log No	Action	Lead(s)	Deadline
<b>27</b>	<p>Fiona Stephenson informed the group that a collaborative bid has been accepted and agreed for £500,000 to fund an awareness and early diagnosis initiative with an aim to test the (differential) feasibility of using a social marketing approach to push and pull interventions in service design and delivery, utilising community engagement and health promotion / education. The aim being to motivate people with early symptoms suggestive of breast, colorectal and lung cancer to present early, and to provide structured guidance to GPs on optimal diagnostic strategies and local care pathways (based on the best available evidence).</p> <p>To keep the group updated.</p>	F Stephenson	As required
<b>13. Date and time of next meeting</b>			
Log No	Action	Lead(s)	Deadline
<b>28</b>	All to note the dates of the 2011 meetings.	All	N/A

**Date of Next Meeting(s)**

Wednesday 8th December 2010 2:00pm [Commissioning Group / Lead Managers Group]  
St Gemma's Hospice, Moortown, Leeds, LS17 6QD

Thursday 10th February 2011 2:00pm [Lead Managers Group]  
Meeting Room, 50 Lancaster Park Road, Harrogate District Hospital

Wednesday 27th April 2011 2:00pm [Lead Managers Group]  
Meeting Room, 50 Lancaster Park Road, Harrogate District Hospital

Wednesday 8th June 2011 2:00pm [Commissioning Group / Lead Managers Group]  
Meeting Room, 50 Lancaster Park Road, Harrogate District Hospital

Thursday 11th August 2011 2:00pm [Lead Managers Group]  
Meeting Room, 50 Lancaster Park Road, Harrogate District Hospital

Thursday 29th September 2011 2:00pm [Lead Managers Group]  
Meeting Room, 50 Lancaster Park Road, Harrogate District Hospital

Wednesday 9th November 2011 2:00pm [Commissioning Group / Lead Managers Group]  
Meeting Room, 50 Lancaster Park Road, Harrogate District Hospital