

**Actions of the meeting held on
Thursday 05 May 2011, 14:00**

Yorkshire Cancer Network

Lecture Room, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Present:

Ms C Bennett	Airedale NHS Foundation Trust
Miss T Birkby	Leeds Teaching Hospitals NHS Trust
Miss E Conlon	
Mrs J Speak	York Teaching Hospital NHS Foundation Trust
Mr P Melling	Yorkshire Cancer Network
Ms F Stephenson	

Apologies

Mrs A Bandyopadhyay, Ms K Faircliffe, Ms H Hall, Mrs K Harris, Mrs B Pymer, Ms Z Smithurst, Ms L Watson, Ms B Watson

1. Welcome and Apologies			
Log No	Action	Lead(s)	Deadline
1	<p>Fiona Stephenson welcomed the Group.</p> <p>Due to low attendance at the meeting, despite several reminder, and following discussion it was agreed that the Group would stop meeting for the foreseeable future.</p> <p>The Group membership will be maintained and relevant information will still be circulated to the Group.</p> <p>Trusts will still need to provide the Network with an annual updated contact list.</p> <p>To cancel October meeting.</p>	E Jehan	19/05/2011
6. Information Sharing / PPM			
Log No	Action	Lead(s)	Deadline
2	<p>Members of the Group felt it would be useful to maintain a virtual Group for communication, but not meet.</p> <p>Co-ordinators will still continue to meet to discuss Information Transfer, PPM and Tracking.</p> <p>It was suggested that a training programme for PPM, covering site specific and locality issues would be useful. Philip Melling agreed to discuss this with Martin Waugh and plan something for June/July.</p> <p>Tamsin Birkby agreed to review the training materials. Christine Bennett agreed to provide feedback and develop FAQs.</p> <p>To liaise with Martin Waugh.</p>	P Melling	Ongoing
3	To review training materials.	T Birkby	Ongoing
4	To develop FAQs.	C Bennett	Ongoing

Date of Next Meeting(s)

To be confirmed