

**Actions of the meeting held on  
Wednesday 12 December 2007, 14:00**

Humber and Yorkshire Coast Cancer Network

**YCRN Conference Room 1, Ida Nurses Home, Cookridge Hospital**

Yorkshire Cancer Network

**Present:**

Ms K Cooke	Airedale NHS Trust
Ms D Moore	
Ms A Thomas	Calderdale and Huddersfield NHS Foundation Trust
Ms B DeWitt	Harrogate and District NHS Foundation Trust
Ms L Grayson	Hull and East Yorkshire Hospitals NHS Trust
Dr J Cannings	Leeds Teaching Hospitals NHS Trust
Dr M Elliott	
Ms D Escolme	
Dr A Glaser	
Mr M Hemingway	
Ms D Highfield	
Sister M Hodgkin	
Ms R Hollis	
Dr S Picton (Chair)	
Ms P Thompson	
Dr M Miller	Martin House Children's Hospice
Ms J White	North Yorkshire and York PCT
Dr A Falconer	Scarborough & North East Yorkshire Healthcare NHS Trust
Sister M Riley	The Children's Centre (Hull)
Ms C Vickers	Wakefield District PCT
Ms J Crampton	York Hospitals NHS Foundation Trust
Ms P Hargreaves	
Miss L Carroll	Yorkshire Cancer Network
Mr P Melling	
Ms F Stephenson	
Mr B Tinkler	

**Apologies**

Dr B Allagoa, Dr S Kinsey, Dr M Kwok-Williams, Mr S Richards, Mr R Squire, Ms J Taylor-Clark, Mr D Thomas

<b>2. Action Log from the last meeting</b>			
Log No	Action	Lead(s)	Deadline
12	The Action Log from the last meeting was agreed as a true record.	N/A	N/A
<b>3. Matters arising</b>			
Log No	Action	Lead(s)	Deadline
13	<p>Service User Representative</p> <p>Fiona Stephenson wrote an article for the August edition of the Candlelighters news letter encouraging service users to join the group. One response was received from a parent in Bridlington willing to be involved in specific work streams i.e. patient pathways and patient information.</p> <p>Members who know a patient/carer who they would like to approach to join the group were asked to contact Sue Picton.</p>	All	Ongoing

**4. YCN Network Board Update**

Log No	Action	Lead(s)	Deadline
14	<p>The YCN Management Board has been reconfigured and now meets on a monthly basis. The responsibility of the Network is to advise/recommend to the commissioners which services should be commissioned.</p> <p>The YCN Management Board is scheduling time for each NSSG Chair to attend and present.</p> <p>Meetings with Rob Webster, Chair of the YCN Management Board and the Chair, Vice Chair, Nurse representative, Service Improvement Lead and User Involvement and Patient Information Lead of each NSSG are also being scheduled to discuss the function and role of the YCN Management Board.</p>	N/A	N/A

**5. CYP IOG Implementation - Timetable and progress**

Log No	Action	Lead(s)	Deadline
15	<p>The role of the Yorkshire and Humber Specialist Commissioning CYP Steering Group is to advise the Chief Executives on the Principle Treatment Centres (PTC) within Yorkshire and Humber SHA. The agreed designated children's centres for this area are Sheffield and Leeds.</p> <p>A Yorkshire and Humber Specialist Commissioning CYP Steering Group meeting is taking place on 9th January to confirm the Humber and Yorkshire shared care/PTC implementation plans for the children's services. These plans will then be submitted to the national CAT by 18th January 2008.</p> <p>When submitting an Action Plan for the delivery of the IOG the Management Board would also like an option appraisal.</p> <p>The Young People's implementation plan must be completed by 22nd March 2008. The HYCCN and YCN CYP shared care steering group will lead on this work.</p> <p>To submit the Humber and Yorkshire shared care/PTC implementation plans for the children's services to the national CAT by 18th January 2008.</p>	Specialist Commissioning CYP Steering Group	18/01/2008

**6. Pathway for children aged under 16 with suspected cancer**

Log No	Action	Lead(s)	Deadline
16	<p>The Humber and Yorkshire Coast Cancer Network &amp; Yorkshire Cancer Network Developing pathways for children with cancer workshop took place on Monday 24th September 2007.</p> <p>A draft HYCCN and YCN Children's (0-15) with suspected cancer pathway has been produced. It was noted that further work on follow-up and the timings must be undertaken.</p> <p>To circulate the draft HYCCN and YCN Children's (0-15) with suspected cancer pathway to the CYP Haematology and Oncology Network Group and Haematology Network Group for comments by Monday 7th January 2008.</p>	L Carroll and all	07/01/2008
17	<p>Mr Tinkler reported that the YCN Skin Group has produced a draft pathway for melanoma and squamous cell carcinoma for TYA.</p> <p>To circulate the draft pathway for comments.</p>	L Carroll	19/12/2007

<b>6. Pathway for children aged under 16 with suspected cancer</b>			
Log No	Action	Lead(s)	Deadline
<b>18</b>	<p>Members discussed how to ensure that the occasional case where a child is channelled through adult services is fed into the correct age appropriate pathway.</p> <p>It was proposed that the named pathologist in each histopathology department could be responsible for ensuring Leeds is informed of these cases.</p> <p>To discuss this with the YCN Pathology Group and ensure it is raised with the HYCCN.</p>	B Tinkler & F Stephenson	
<b>8. Cancer Waiting Times</b>			
Log No	Action	Lead(s)	Deadline
<b>19</b>	<p>Mr Melling presented the latest CWT data. He encouraged members to include on PPM where the patient has been referred from.</p> <p>A group discussion took place on how to ensure that patients are referred in appropriately. It was proposed the MDT co-ordinator could bring CYP or TYA cases to the attention of the appropriate MDT.</p> <p>To circulate the latest CWT data with the Action Log.</p>	L Carroll	19/12/2007
<b>9. Network Guidelines</b>			
Log No	Action	Lead(s)	Deadline
<b>20</b>	<p>The YCN Management Board need to discuss the governance arrangement for formally approving Network Guidelines. In the interim it was agreed that draft guidelines can be sent to Lucy Carroll for circulation to the Network group for comments prior to formal approval.</p> <p>It was noted that it is the groups role and responsibility to monitor the implementation of guidelines/pathways via audits to help identify issues of variance.</p> <p>Rachel Hollis welcomed volunteers from the Shared Care Centres to join the guidelines group.</p> <p>Volunteers for the Guidelines group to contact Rachel Hollis.</p>	All	Ongoing
<b>10. Education Issues</b>			
Log No	Action	Lead(s)	Deadline
<b>21</b>	<p>The next HYCCN and YCN Children and Young People Haematology and Oncology Educational Event will take place Friday 15th November 2008.</p> <p>To circulate the programme and registration form when available.</p>	L Carroll	01/07/2008
<b>11. Date of Next Meeting(s)</b>			
Log No	Action	Lead(s)	Deadline
<b>22</b>			

**Date of Next Meeting(s)**

Tuesday 15th April 2008 1:30 pm  
Seminar Room, Martin House Hospice

Wednesday 9th July 2008 1:30 pm  
Seminar Room, Martin House Hospice

Friday 14th November 2008 9:00 am  
Thackray Medical Museum, Leeds

Friday 14th November 2008 10:30 am  
Thackray Medical Museum, Leeds [EVENT]