

**Actions of the meeting held on
Tuesday 08 July 2008, 10:00**

Yorkshire Cancer Network

St Gemma's Hospice

Present:

Mrs R Underwood	Bradford Cancer Support Centre
Ms R Lodge	Leeds Teaching Hospitals NHS Trust
Mr H Butcher	User Partnership Group
Mrs S Cooke	
Ms J Roberts	
Ms M Clough	York Hospitals NHS Foundation Trust
Mrs J Archer (Chair)	Yorkshire Cancer Network
Mr P Melling	
Mr C Sloane (Chair)	
Ms F Stephenson	
Mrs J Toovey	

Apologies

Ms M Allinson, Mrs V Allinson, Mrs C Allmark, Ms J Harrison, Mrs H Hey, Ms M Jennings, Mrs S Keir, Mr P Mayor, Mr A Rawson, Mr P Sale, Ms S Smith, Mrs K Smith

1. UI/PI Leads Only 10.00-10.30			
Log No	Action	Lead(s)	Deadline
16	This session did not go ahead as there was only one of the UI/PI Leads able to attend. Items for discussion to be carried over to next meeting <ul style="list-style-type: none"> •UI/PI Role description •Service User Representative Role Description •NSSG Handbook All to be discussed at the next meeting on the 12th September	C Sloane	Next Meeting
3. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
18	The action log was accepted as a true record of the last meeting	N/A	N/A
4. Matters arising			
Log No	Action	Lead(s)	Deadline
19	There were no matters arising that not covered on the days agenda	N/A	N/A
4.1 Terms of Reference			
Log No	Action	Lead(s)	Deadline
20	Draft terms of reference were tabled at the meeting and had been circulated prior to the meeting. Several changes have now been made and the group members agreed to adopt them. Terms of Reference now adopted	All	08/07/2008

4. Matters arising			
4.2 UI/PI and Service user role descriptions			
Log No	Action	Lead(s)	Deadline
21	<p>The group agreed that the role description is fine. Hugh asked a question about the point under Key Duties which says " Liaise with MDT User Involvement and Patient Information Leads" around how this would happen. Colin said that at Network level this would be done through the first 30mins of this meeting, where all UI/PI Leads are encouraged to attend and liaise with each other. Hugh suggested putting together a clearer guidance document around this, Colin suggested putting an item on the agenda for the UI/PI Leads section of the next meeting to give them an opportunity to discuss further.</p> <p>Colin to put item on agenda for the UI/PI Leads to discuss further the point made above</p>	C Sloane	Next Meeting
22	Put together some guidance around how UI/PI leads might liaise with other UI/PI Leads	C Sloane H Butcher	22/08/2008
4.3 NSSG/NCGG Handbook			
Log No	Action	Lead(s)	Deadline
23	<p>It was agreed that the NSSG/NCCG Handbook is an excellent resource for the group and it was agreed that Colin should put together a paper to submit for the next edition of the Cancer Action Newsletter. A suggestion was made to add in a code of conduct statement, similar to the one in the Network user Involvement Strategy document.</p> <p>Colin to write a paper for the National Cancer Action newsletter.</p>	C Sloane	05/09/2008.
24	Add code of conduct statement.	C Sloane	22/08/2008
4.4 Work Plan			
Log No	Action	Lead(s)	Deadline
25	<p>The Draft work plan for the group was tabled and had been circulated prior to the meeting. The agreed the work plan with some amendments at Aim/Objective 1.2, to change the reference made to the YCN Information Sub Group.</p> <p>At Aim/Objective 2.0 to take out the reference to develop, undertake and monitor the use of information pathways, it was not thought to be the role of this group to develop and undertake but just to monitor the use of information pathways. Colin agreed to make these amendments and send out a second draft to the membership of this group. The group agreed a deadline of 22/08/2008 for feedback ready for the next meeting.</p> <p>Aim/Objective1.2 change to read "YCN Patient Information Steering group" Aim/Objective 2.0 delete develop and undertake a project to Colin to send out second draft beginning of August.</p>	C Sloane	22/08/2008
5. Website Project			
5.1 Project background			
Log No	Action	Lead(s)	Deadline
27	June went through the background to the project.	N/A	N/A

5. Website Project			
5.2 Purpose of the Consultation			
Log No	Action	Lead(s)	Deadline
28	<p>Colin gave a PowerPoint presentation which showed the results of the feedback from the website questionnaire to date. The feedback shows that on the 3 websites we asked people to look at they found it relatively easy to find the examples of information we gave.</p> <p>When we asked about the ease of navigation, most people found it easy to navigate on all 3 sites, with the Manchester site coming top.</p> <p>When we asked about the overall look and feel of the websites Cancerbackup came out on top with Manchester a close second.</p> <p>Colin then asked the group to discuss if people feel the questionnaire is ok or needs any change/additions. The group agreed that the questionnaire is fine but would benefit from the addition of a 4th website from another cancer network. It was agreed that we would add the South East London Cancer Network website to the questionnaire.</p> <p>Colin to add the South east London Cancer Network website to the questionnaire.</p>	C Sloane	01/08/2008
5.3 Group Work			
Log No	Action	Lead(s)	Deadline
29	<p>Colin then invited the group to look at the 3 websites from the questionnaire using the laptops situated around the room. Group members were given cards with specific information request on them and asked to find the information and report on the card a) If they could find it and b) how difficult/Easy was it to find (score 1 Difficult to 5 Easy).</p>	N/A	N/A
5.4 Feedback and next steps			
Log No	Action	Lead(s)	Deadline
30	<p>The results of the exercise show that Cancerbackup was the site that most people rated as a 5 (Easy). With Manchester coming second.</p> <p>Discussion afterwards suggested that the search facility within the cancerbackup site is of very high quality and this feature is a real help in finding information through using key words relating to the information you are looking for.</p> <p>This is something all agreed we need to replicate on the YCN Information and Support Website as it is developed.</p> <p>It was agreed that we should continue with the consultation over the Summer months and reach as many people as we can across the Network, including all Network Health Professional groups and all User Partnerships groups at Network and Local level.</p> <p>The results will be presented again at the next meeting of this group after which point we will have enough information to pass on to the web developers (Jamkit) for them to put together 3 concept designs for us to choose from.</p> <p>It was agreed that for a part of the next meeting in September we should look at what information needs to go onto the website.</p> <p>Colin to circulate the amended questionnaire as widely as possible.</p>	C Sloane	01/08/2008

6. Any Other Business			
Log No	Action	Lead(s)	Deadline
31	There was no further business	N/A	N/A
7. Locality Information Leads Only 12.00-12.30			
Log No	Action	Lead(s)	Deadline
32	<p>There was some news that Suzanne Curry has now left her post in York. The Trust are conducting a thorough review of the local service to identify the key responsibilities for the new post holder.</p> <p>Rachel Lodge is leaving her information and support post in Leeds to go back to full time nursing, the post will be advertised shortly.</p>	N/A	N/A
8. Information in other formats (Work Plan Objective 4)			
Log No	Action	Lead(s)	Deadline
33	<p>Reva Underwood (Bradford) and Sadie Smith (Leeds) had agreed with Colin that they would be happy to take on a piece of work from the Draft work plan relating to aim and Objective 4 which is to enable patients and carers to have easy access to high quality information resources in a variety of formats.</p> <p>They have agreed to look at one of the Network agreed pathways (colorectal) and start mapping what is available from the list recommended in the pathway, in other alternative formats.</p> <p>Sadie and Reva to liaise to discuss agreed process for doing this.</p>	Sadie Smith, Reva Underwood	Ongoing update at next meeting

Date of Next Meeting(s)

Friday 12th September 2008 10:00 am
St Gemma's Hospice