

**Actions of the meeting held on
Monday 03 November 2008, 10:00**

Yorkshire Cancer Network

Seminar Room, Martin House Hospice

Present:

Ms T Hiley	Bradford Teaching Hospitals NHS Foundation Trust
Mrs V Allinson	Calderdale and Huddersfield NHS Foundation Trust
Mrs L Wood	Harrogate and District NHS Foundation Trust
J Sharp	Leeds Teaching Hospitals NHS Trust
Ms S Smith	
Mrs M Coleman	Mid Yorkshire Hospitals NHS Trust
Ms M Allinson	User Partnership Group
Mr H Butcher	
Mr A Rawson	
Mrs J Stead	
Ms M Clough	York Hospitals NHS Foundation Trust
Mrs J Archer (Chair)	Yorkshire Cancer Network
Mr C Sloane (Chair)	

Apologies

Mrs C Allmark, Mrs S Cooke, Mrs H Hey, Mrs C Irving, Mrs M Jennings, Mrs S Keir, Mr P Mayor, Ms F Stephenson, Mrs J Thogersen, Mrs J Toovey, Mrs R Underwood, Ms L White

1. UI/PI Leads Only 10.00-10.30			
Log No	Action	Lead(s)	Deadline
54	<p>Colin Sloane welcomed everyone to this part of the meeting and explained a little about this section of the meeting being for the User Involvement/ Patient Information Leads within the Network Site Specific Groups and/or Network Cross Cutting groups.</p> <p>This part of the meeting is not exclusive to them and other members of the group are welcome to join in at this section of the meeting, however, the agenda's are always tailored to include items of relevance to the UI/PI Leads for the first half hour of the meeting and all other members are free to join this part of the meeting or join after the first half hour.</p> <p>Jane Archer informed the group that Reva Underwood had a baby boy and passed round a card of congratulations for members to sign.</p>	N/A	N/A

1. UI/PI Leads Only 10.00-10.30			
1.1 Procedure for Information Production			
Log No	Action	Lead(s)	Deadline
55	<p>Jane Archer explained the process for applying to the Yorkshire Cancer Network for funding to produce pieces of cancer information that are for use across the whole of the Network.</p> <p>Jane Archer explained that the process has been set up and running now for approx 18 Months and now seems like a good time to re evaluate the mechanism.</p> <p>At the moment the process is pathway driven, so when information pathways are being developed if a gap is identified then a request can be made to the Network to fund production of a new resource to fill the gap.</p> <p>Once a final draft of the resource is submitted to the YCN a set procedure is followed. The procedure is based on good practice guidelines that have been tried and tested over a number of years both Nationally and Locally.</p> <p>The decision to fund then lies with the YCN Budget team which includes service users, the YCN cancer information and support manager (Jane Archer), the YCN Nurse Director (June Toovey) and the YCN user involvement facilitator (Colin Sloane)</p> <p>There was a lengthy debate about the process being very time consuming however, in order to produce good quality information this process is seen as necessary. To help to speed up the process, those people presenting draft pieces of work can prevent hold ups by ensuring they submit draft information that has already gone through certain processes such as checking against acceptable fonts and font sizes, checking readability, ensuring it has been looked at/commented on by service users, utilising the local user partnership groups is often a good way to do this. All of these should ensure a smoother process when the draft is submitted to the Network.</p>	N/A	N/A
2. Welcome and Apologies			
Log No	Action	Lead(s)	Deadline
56	Colin Sloane welcomed all to this section of the meeting.	N/A	N/A
4. Matters arising			
Log No	Action	Lead(s)	Deadline
58	<p>Item 1, log 34</p> <p>Colin Sloane explained to the group that following the last meeting he circulated a request to all of the UI/PI Leads asking which days are best for arranging meetings. So far the responses suggest that Wednesdays would allow most UI/PI Leads to attend. Colin agreed to set future meetings with the optimal days in mind but also to consider alternating to ensure everyone has an opportunity to be involved.</p> <p>Colin Sloane had received some concerns about the wording used in the action log which suggests a lack of commitment from some of the UI/PI Leads, the group felt that rather than any lack of commitment it is more to do with the timing of meetings, which hopefully will now be tailored to when most UI/PI Leads are available.</p> <p>Future meetings to be planned around UI/PI Leads optimal availability, with some built in flexibility to allow all to participate.</p>	C Irving	N/A

4. Matters arising			
Log No	Action	Lead(s)	Deadline
59	<p>Item 5, Log 38</p> <p>Colin Sloane had agreed to look back at the website consultation and find out how many of the 42 respondents were health professionals and how many were service users. There were 29 health professionals (69%) and 13 service users (31%)</p>	N/A	N/A
60	<p>Item 9, Log 49</p> <p>Christine Allmark had agreed to feedback at today's meeting about the development of a Cancer Research UK Consumer Group for the Yorkshire region. However, she had to send in her apologies and this item will be discussed at the next meeting.</p> <p>This item to be put onto the agenda for the next meeting.</p>	C Sloane	Next Meeting
5. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
57	<p>The group went through the action log from the last meeting, it was noted that Tracy Hiley and Maggie Clough had sent their apologies but this was not registered on the action log, Colin Sloane will amend this. The group agreed it was an accurate record of the meeting.</p> <p>Colin Sloane to add Tracy Hiley and Maggie Clough to the apologies list for the September meeting.</p>	C Sloane	N/A
6. Editorial Panel			
Log No	Action	Lead(s)	Deadline
61	<p>Jane Archer introduced this item by giving a little background information on what the editorial panel is, where it came from and how it was developed etc.</p> <p>The Editorial Panel is part of the process in the procedure for Information production at the YCN. All items of information presented to the YCN are reviewed by the editorial panel and are reviewed against a set criteria. The editorial panel membership is made up from a variety of health professionals and service users. The panel currently has 29 members and all YCN UPG members are offered an opportunity to join along with all of the UI/PI Leads in the Network. UI/PI Leads present at the meeting not already signed up agreed to join the editorial panel.</p> <p>It was suggested that as part of the next meeting we could run a more in depth workshop around the whole process of the procedure for the production of information, looking particularly at copyright issues, the use of images and the good practice guidelines we use as a basis for our current process. The group agreed this would be very useful. Sadie Smith from the Leeds Oncology Information centre agreed to help with the workshop.</p> <p>Add new members to the editorial panel.</p> <p>Plan for workshop at the next meeting</p>	C Sloane and J Archer	N/A

7. Website Project update			
Log No	Action	Lead(s)	Deadline
62	<p>Colin Sloane gave a power point presentation showing the results of the website banner consultation.</p> <p>There were 26 respondents to the consultation. Colin Sloane presented two examples of a final banner, based on two scoring systems used in the analysis. The group members present at the meeting were asked to vote for their preferred banner and banner b) was unanimously chosen, 11 votes to 1. The presentation will be sent out with this action log and has the final banner added as an extra slide.</p> <p>Colin Sloane will now feedback the results to JamKit the web developers so they can incorporate the images into the 3 concept designs they are building for us. It is anticipated that we should be able to present the 3 designs at the next meeting of this group.</p> <p>Colin Sloane's presentation to be sent out with this action log.</p> <p>Colin Sloane to feedback results to JamKit.</p> <p>Website to be an item on the next meeting agenda.</p>	C Sloane	Next Meeting

8. Update on information pathways			
Log No	Action	Lead(s)	Deadline
63	<p>Jane Archer went through some of the background information around the Network information pathway work.</p> <p>The work started with a number of mapping events across the different cancer sites and many of the service users from the Network User Partnership group had been involved in these. There was then a slight shift away from the mapping event approach and the drive moved towards linking information pathways to the Network Clinical Pathways being developed by the Network Site Specific Groups (NSSG'S). This is the approach currently being used and a number of service users have been involved in individual pathways through their representation on NSSG's. Jane Archer continues to work closely with the UI/PI Leads and many of the Network nurses groups to develop individual information pathways.</p> <p>Jane Archer went on to talk a little about the national picture and demonstrated the National Cancer Information Delivery System, which can be viewed at: http://www.nationalcancerpathways.org.uk/</p> <p>The pilot system is part of a wider national cancer patient information initiative, which builds on work undertaken by Cancer Networks to map patient information to ensure coordinated patient information. Information resources currently available on the website covers Breast, Bowel, Prostate and Gynaecological cancers - ovary, vagina, vulva and womb. Other cancer types will be added as the site develops.</p> <p>Phase 2 pilots will be starting at the end of November 2008 and will be looking at the usefulness of the tool for delivering cancer information to patients and carers. There are 37 Trusts involved in the pilots and they will use the Lung, Breast Bowel, Prostate, Gynae and palliative care information on the current website. Pilots will run for 6 Months and cancer networks will be responsible for co-ordinating the pilots and supporting the trust's involved. The networks involved in the phase 2 pilots are: Anglia, Thames Valley, NE London, W London, Surrey West Sussex and Hampshire, Humber and Yorkshire Coast and Greater Manchester and Cheshire.</p> <p>Jane Archer agreed to share the power point slides with the group. They will be circulated with this action log.</p> <p>Jane Archer's slides to be circulated with the action log.</p>	C Sloane	N/A
9. Any Other Business			
Log No	Action	Lead(s)	Deadline
64	There was no other business	N/A	N/A

Date of Next Meeting

To be scheduled