

**Actions of the meeting held on
Friday 18 July 2008, 14:00**

Yorkshire Cancer Network

Ashton Centre, Pinderfields General Hospital

Present:

Mrs C Wheelhouse	Bradford Teaching Hospitals NHS Foundation Trust
Sister S Hinchcliffe	Calderdale and Huddersfield NHS Foundation Trust
Ms M Brown	Leeds Teaching Hospitals NHS Trust
Ms L Green	Mid Yorkshire Hospitals NHS Trust

2. Group Membership			
Log No	Action	Lead(s)	Deadline
1	<p>The Group membership was agreed. CNS-Skin Cancer, from the Network as shown in the group's Terms of Reference.</p> <p>In the first inauguration 12 months period Catherine Wheelhouse will be Chair. Suzanne Hinchcliffe will be Vice-Chair. Suzanne will succeed Catherine in 12 months time or sooner if the CNS-SC post is appointed at Huddersfield & Calderdale Trust. Leslie Green will support Vice-Chair & take the Vice-Chair position as Suzanne takes the Chair.</p> <p>Thereafter, there will be a Chair & Vice-Chair that will run for a 2 year term. The Vice-Chair will succeed the chair.</p> <p>Catherine Wheelhouse to speak to the Network regarding clerical support for the meetings.</p> <p>Outcome of above - the Network will provide administrative support to the Skin Cancer Nurses Group on the understanding that the Group will have a Terms of Reference and a work programme that links with the NSSG. As the meetings are to be held off-site (Harrogate) support will consist of:</p> <p>a) Drafting agenda; sent back for amendments / approval prior to circulating with any relevant papers (two weeks prior to next meeting).</p> <p>b) On receipt of minutes, inputted into Network database to generate an action log which will be sent for final approval prior to circulating to group (one week before next meeting date where practical).</p> <p>c) Admin support to the Chair and members in relation to the work programme.</p> <p>d) Notification and circulation of documents and information pertinent to the group.</p> <p>e) Maintaining the Nurses Group website page.</p> <p>f) Maintaining up-to-date database on the Skin Cancer Nurses membership contact details.</p> <p>G) Network group meeting arrangements.</p> <p>Catherine Wheelhouse was sent further template re: documentation from the Network which she will share and discuss with you at the next meeting.</p>	C Wheelhouse	21/10/2008

Skin Nurses : Actions of the meeting held on Friday 18th July 2008 2:00 pm

3. Meetings			
Log No	Action	Lead(s)	Deadline
2	Meetings will be held quarterly around the CNS-SC locations. They will be at least 3 people present for the meeting to take place. Agendas & Minutes will be produced for each meeting.	N/A	N/A
4. Terms of Reference			
Log No	Action	Lead(s)	Deadline
3	Leslie Green to compile the Terms of Reference, e-mail around the group for final agreement & then these will be put on the Yorkshire Cancer Network website.	L Green	Review 21/10/2008
5. Planning / Objectives			
Log No	Action	Lead(s)	Deadline
4	<ul style="list-style-type: none"> •Agree T of R – Agreed July 2008. •To share good practice. •To create access to peer supervision within the group. •To discuss, support & feedback on service development / care – locally, regionally & nationally in a timely method. •To create a robust method to sharing and support through meetings & group e-mails. 	All	Ongoing
6. Any Other Business			
Log No	Action	Lead(s)	Deadline
5	Catherine Wheelhouse to contact Angela Millett at the Network with a view to our next CNS meeting being held – 21/10/08 at St Gemma's Hospice, following Service Improvement Lead, Network Workshop.	C Wheelhouse	21/10/2008
6	Catherine Wheelouse to contact Angela Millett re: next Service Improvement Lead meeting – 05/11/08 being held in the Bexley Wing – Leeds, prior to Skin Cancer Network Meeting.	C Wheelhouse	21/10/2008

Date of Next Meeting(s)

Tuesday 21st October 2008 2:00 pm
St Gemma's Hospice

Tuesday 10th February 2009 11:00 am
Huddersfield Royal Infirmary