

**Present:**

Mrs C Wheelhouse  
Sister S Hinchcliffe  
Ms M Walker  
Ms M Brown  
Ms L Green

Bradford Teaching Hospitals NHS Foundation Trust  
Calderdale and Huddersfield NHS Foundation Trust  
Harrogate and District NHS Foundation Trust  
Leeds Teaching Hospitals NHS Trust  
Mid Yorkshire Hospitals NHS Trust

<b>1. Welcome and Apologies</b>			
Log No	Action	Lead(s)	Deadline
7	The group welcomed Marie Walker News CNS-Skin Cancer - Harrogate to the group.	N/A	N/A
<b>2. Minutes from last meeting</b>			
Log No	Action	Lead(s)	Deadline
8	The minutes of the last meeting were agreed as a accurate record.	N/A	N/A
<b>3. Matters arising</b>			
<b>3.1 Network Support update</b>			
Log No	Action	Lead(s)	Deadline
9	Catherine Wheelhouse gave feedback regarding Network Secretarial support. It was agreed by all present that the group would access the support within the guidelines laid down by the Network.  Catherine Wheelhouse to contact Network to agree and implement secretarial support.	C Wheelhouse	update 10/02/2009
<b>3.2 Terms of Reference</b>			
Log No	Action	Lead(s)	Deadline
10	Amendments to the group's Terms of Reference were agreed.  Lesley Green to forward the Terms of Reference to Lucy Carroll for them to be put on to the Network site.	L Green	10/02/2009
<b>4. National Clinical Nurse Specialist Skin Cancer Group</b>			
Log No	Action	Lead(s)	Deadline
11	Lesley Green & Margaret Brown said that they had not received any e-mail correspondence from the National Clinical Nurse Specialist Skin Cancer group.  Catherine Wheelhouse to contact Sheena Dryden group secretary to clarify this.	C Wheelhouse	10/02/2009

<b>5. Future Work Programme of the Group</b>			
Log No	Action	Lead(s)	Deadline
12	<p>The group discussed their future work programme and these were:</p> <p>Implementation of IOG.</p> <p>Meeting guidelines in practice.</p> <p>Sharing practice.</p> <p>Supporting new / group members.</p> <p>Sharing / developer in written information.</p> <p>Treatment plan documentation</p> <p>The above subjects will be reviewed to see how we implement National documents within IOG guidelines into practice at the next meeting.</p> <p>Margaret Brown to e-mail her Treatment Plan document to the rest of the group before next meeting.</p>	M Brown	10/02/2009

**Date of Next Meeting(s)**

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