

**Actions of the meeting held on
Monday 18 February 2008, 11:00**

Yorkshire Cancer Network

Lecture Room, Cookridge Suite, Level 7, Bexley Wing, St James's University Hospital

Present:

Reva Underwood	Bradford Cancer Support Centre
Veronica Allinson	Calderdale and Huddersfield NHS Foundation Trust
Vicki James	Leeds Teaching Hospitals NHS Trust
Sally Scales	
Sadie Smith	
Paul Kerr	Macmillan Cancer Support
Mitzi Blennerhassett	User Partnership Group
Hugh Butcher (Chair)	
Sue Cooke	
Rodney & Moira Dailey	
Susan Keir	
Rosemary Oldridge	
Madge Parker	
John Revely	
Jan Roberts	
Alan & Dorothy Smith	
Nazeem Mungur	Yorkshire Cancer Network
Clair Murray	
Colin Sloane	
Fiona Stephenson	
June Toovey	

Apologies

Marion Allinson, Jane Archer, Martin Child, Cheryl Downes, Mark Hopley, Margaret Jennings, Alan Rawson, Diana Robinson, Peter Sale, Pamela Whitaker

1. Welcome, Introduction & Apologies			
Log No	Action	Lead(s)	Deadline
99	Hugh Butcher introduced and welcomed the new members of the group, Clair Murray (Network Support Officer), Colin Sloane (User Facilitator), Sue Kier (Service User), Madge Parker (Cancer Connections) and Rosemary Oldridge (Cancer Connections) including Nazeem Mungar as a guest speaker.		N/A
2. Chair's Remarks			
Log No	Action	Lead(s)	Deadline
98	Hugh Butcher informed the group that the management board have requested a letter of delegated authority to enable him to speak on behalf of the group. Members were happy to agree to this. Hugh Butcher to supply a letter of delegated authority to the management board.	H Butcher	Next Meeting of management board

3. Any Other Business - Urgent Items			
Log No	Action	Lead(s)	Deadline
100	<p>The group were informed that Aline & Keith Nowell have decided to resign from the group.</p> <p>Colin Sloane to send a letter, thank you card and flowers to acknowledge their tremendous contribution and to express thanks on behalf of the group.</p>	C Sloane	Next Meeting
4. Minutes of last meeting			
Log No	Action	Lead(s)	Deadline
101	Was agreed as a true record.		N/A
5.1. Engage with and gain an understanding of the commissioning process			
Log No	Action	Lead(s)	Deadline
102	<p>Fiona Stephenson informed the group that the YCN board has recently revised its membership to include representatives from primary care trusts as well as acute hospitals and hospices. The focus of the group has now shifted towards a stronger link with commissioning and commissioners across the whole of the network. Work is currently underway to determine key commissioning leads across the network to link into the board.</p> <p>PCT's are continuing to appoint commissioning leads which is an ongoing process. YCN have asked primary care trusts to each nominate both a clinical and management commissioning lead for cancer.</p> <p>Also, the YCN commissioning group's role and function is currently under review.</p> <p>Fiona Stephenson to keep the group updated on this work.</p>	F Stephenson	Next Meeting
5.2. Macmillan Mobile Information Unit			
Log No	Action	Lead(s)	Deadline
103	<p>The locations have not yet been agreed.</p> <p>Colin Sloane to advise the group of the dates and locations once they have been finalised.</p>	C Sloane	Next Meeting
5.3. Access to computing			
Log No	Action	Lead(s)	Deadline
104	<p>Hugh Butcher informed the group that due to insurance issues it is not possible for redundant equipment to be made available to the group. Various alternative solutions were suggested such as using public libraries or information centres. Members were welcomed to hot desk at the YCN office in Harrogate or if this is inconvenient, the possibility of negotiating this facility at other venues across the network was discussed.</p> <p>Individual members to approach either Hugh Butcher or Colin Sloane to discuss solutions one to one.</p>	All	Next Meeting
105	Members to contact Clair Murray on 01423 555688 if they require any documents to be posted.	All	Ongoing
106	<p>Sue Cooke volunteered to provide computer training to members of the group.</p> <p>Members to contact Colin Sloane on 01423 555786 to organise training if required.</p>	All	Ongoing

5.4. Broadening methods for collecting patient experience			
Log No	Action	Lead(s)	Deadline
107	Colin Sloane and Hugh Butcher are currently exploring a project to develop a patient survey working closely with the urology NSSG. To keep the group updated on this workstream.	C Sloane	Next Meeting
108	As a direct result of the Cancer Reform Strategy the group were informed that a national patient survey template is to be produced. Colin Sloane to look into the possibility of the group being involved with this piece of work.	C Sloane	Next Meeting
109	Jan Roberts spoke of her work around clinical audits as a patient representative and of how worthwhile the exercise has been in terms of influencing future clinical practice in Huddersfield and Calderdale. Colin Sloane to contact Jan Roberts to organise a meeting to discuss this work in more detail.	C Sloane	Next Meeting
110	The group were informed that Macmillan have conducted a quick national survey on patient experience in response to the Cancer Reform Strategy. To inform the group of the outcome when the responses have been published.	M Dailey	Next Meeting
5.5. Supportive and Palliative Care			
Log No	Action	Lead(s)	Deadline
111	The group were informed that the supportive and palliative care pathway work is almost complete and is currently in circulation for comment. June Toovey spoke of how the this pathway links into the clinical pathways and also spoke also of the generic information pathway workstream. To keep the group updated on this work.	J Toovey	Next Meeting
112	Members requiring information to contact Colin Sloane on 01423 555786.	All	Next Meeting
6. YCN UPG Away Day			
Log No	Action	Lead(s)	Deadline
113	Colin Sloane informed the group that the Away Day has been scheduled for 18th April. Items on the agenda include discussing the frequency and location of future meetings and looking at the Cancer Reform Strategy in terms of how this impacts on the group. Mark Baker, the Network Director has kindly agreed to present on this subject. The Pavillions in Harrogate was voted as the venue of choice. To book the Pavillions in Harrogate for the Away Day.	C Murray	22/02/2008
114	Members to approach Colin Sloane with any other ideas for agenda items.	All	31/03/2008

7. Timely and appropriate communication between Primary and Secondary care (Paper attached - for discussion/decision)			
Log No	Action	Lead(s)	Deadline
115	A general discussion took place around issues raised in this paper. Fiona Stephenson and June Toovey to primarily map what issues there are around local communication. This is to be fed back to the group so a decision can be made on the next steps.	F Stephenson/ J Toovey	Next Meeting
116	Members discussed the importance of when patient information pathways are produced, they be specific and make it clear at which part of the pathway the information needs to be sent, where to and when. Fiona Stephenson to take this forward via the chairs of the NSSG's.	F Stephenson	Next Meeting
117	Fiona Stephenson to share this information with Fiona Halstead (YCRN) and any relevant persons at the SHA, feeding back any comments to the group.	F Stephenson	Next Meeting
118	Hugh Butcher to write to the National Patient Safety Agency and the Cancer Action Team endorsing Dr Randev's ideas and requesting action.	H Butcher	Next Meeting
8. Leeds Cancer Partnership Group Hospital Travel Costs Scheme Initiative (Paper attached - for information/decision)			
Log No	Action	Lead(s)	Deadline
119	The group discussed the success of the initiative and congratulated the Leeds Cancer Partnership Group on behalf of the wider Yorkshire constituency. Hugh Butcher to write formally to the chair of the Leeds Group to congratulate them on the success of their work and to thank them for taking this initiative on behalf of the wider Yorkshire constituency.	H Butcher	29/02/2008
9. Web Content Manager			
Log No	Action	Lead(s)	Deadline
120	Nazeem Mungar gave a presentation on the YCN/Macmillan Patient Information Website. Members to contact Nazeem Mungar by telephone: 01423 555789 or by email: nazeem.mungar@ycn.nhs.uk if anyone wishes to contribute any ideas to this project.	All	Ongoing
10. Process for claiming Expenses (Paper attached - for discussion/decision)			
Log No	Action	Lead(s)	Deadline
121	Colin Sloane discussed the paper with the group. Any further comments need to be sent to Colin Sloane at colin.sloane@ycn.nhs.uk.	All	10/03/2008
122	Colin Sloane to draft the final version of this process in time for the next meeting.	C Sloane	Next Meeting
11. Training and Support for NSSG representation (report)			
Log No	Action	Lead(s)	Deadline
123	To discuss at the next meeting.	C Sloane	Next Meeting

12. Developing stronger links with the PPI wider agenda. Developing stronger links with local user groups

Log No	Action	Lead(s)	Deadline
124	To discuss at the next meeting.	C Sloane	Next Meeting

13. Patient Information Mammography Screening service (Paper attached - for discussion/decision)

Log No	Action	Lead(s)	Deadline
125	To discuss at the next meeting.	M Blennerhassett	Next Meeting

14. Management Board report

Log No	Action	Lead(s)	Deadline
126	To discuss at the next meeting.	H Butcher	Next Meeting

Date of Next Meeting(s)

Friday 18th April 2008 9:30 am
Pavilions of Harrogate, Great Yorkshire Showground, Harrogate