

St Gemma's Hospice

Present:

Aidan Henry	Airedale NHS Trust
Alison Harwood	Calderdale and Huddersfield NHS Foundation Trust
Carol Gaiger	Harrogate & Area Council for Voluntary Service
Jane Garrud	Leeds Teaching Hospitals NHS Trust
Vicki James	
Josie Sharp	
Helen Lancaster	Mid Yorkshire Hospitals NHS Trust
Janet Ong	
Peter Allen	User Partnership Group
Marion Allinson (Chair)	
Mitzi Blennerhassett	
Pamela Brewis	
Robert Brewis	
Hugh Butcher (Chair)	
Joan Lesley Conti	
Sue Cooke	
Moirira Dailey	
Rodney Dailey	
Susan Keir	
Edward McGowan	
Rosemary Oldridge	
Madge Parker	
Alan Rawson	
Alan & Dorothy Smith	
Pamela Whitaker	
Colin Sloane	Yorkshire Cancer Network
June Toovey	

Apologies

Veronica Allinson, Christine Allmark, Jane Archer, Cheryl Downes, Sue Farr, Anthony Hall, Margaret Jennings, Francesca Pendino, Jan Roberts, Jill Stead, Fiona Stephenson, Lisa White

1. Welcome, Introduction & Apologies			
Log No	Action	Lead(s)	Deadline
1	Hugh Butcher welcomed new members: Robert and Pamela Brewis, Ted McGowan (User/Carers) and Janet Ong (Colorectal CNS at Mid Yorks), and round table introductions were made. Emma Jehan to add new members to the Group.	E Jehan	10.07.09
3. Action Log from the last meeting			
Log No	Action	Lead(s)	Deadline
2	The action log from the last meeting was agreed as an accurate record.	N/A	N/A

3. Action Log from the last meeting			
3.1 Matters arising			
Log No	Action	Lead(s)	Deadline
3	<p>► Key Contact Card (Action 72)</p> <p>Hugh Butcher updated the Group on the Key Worker Contact card that York have developed (based on a card developed by the Northern Cancer Network) and are currently piloting, this will be evaluated by the Network and if successful will be rolled out Network wide.</p> <p>Hugh Butcher to keep the Group informed of progress.</p> <p>E Jehan to add this item to the next meeting agenda.</p>	E Jehan	10.07.09
5. Away Day Report and Recommendations			
Log No	Action	Lead(s)	Deadline
4	<p>Colin Sloane presented to the Group on the User Partnership Away Day held at St. Gemma's Hospice on 17th March.</p> <p>Colin Sloane tabled the Away Day Report and Recommendations; the aim of the Away Day was to look at how the Group is working, overall feedback from the day is that the Group is well structured, has good leadership from the 2 Co-Chairs and the Sub Groups are working well.</p> <p>Any members of the Group who have not received the report and recommendations to contact Emma Jehan (emma.jehan@ycn.nhs.uk).</p>	All	Ongoing
6. LiNKS Event Report and Recommendations			
Log No	Action	Lead(s)	Deadline
5	<p>Colin Sloane presented to the Group on the LiNKS Event held at St. Gemma's Hospice on 19th May, and tabled the LiNKS Event Report and Recommendations.</p> <p>The aim of the LiNKS Event was to;</p> <ul style="list-style-type: none"> • To provide an opportunity to meet and share ideas; • To establish links between the Local Partnership Groups; • To discuss how to strengthen user involvement in cancer service development across the YCN; • To contribute to the production of a User Involvement recruitment DVD for use across the YCN. <p>Marion Allinson suggested there may be people who attended the LiNKS Event who are interested in joining the Group, Colin Sloane agreed to send information on how to become involved in the work of the User Partnership Group to all that attended the LiNKS Event.</p> <p>Colin Sloane to send information on joining the User Partnership Group to all who attended the LiNKS Event.</p>	C Sloane	10.07.09
6	<p>The Group thanked Sue Cooke for the relaxation session she ran at the end of the LiNKS Event.</p> <p>Colin Sloane advised the Group that the next LiNKS Event will be held in May 2010.</p> <p>Colin Sloane to circulate papers when appropriate.</p>	C Sloane	Ongoing

User Partnership Group : Actions of the meeting held on Friday 26th June 2009 12:00pm

7. Updated Work Plan			
Log No	Action	Lead(s)	Deadline
7	<p>Colin Sloane presented to the Group on the updated User Partnership Work Programme, and tabled the latest version of this document.</p> <p>Survivorship is the main addition, and Colin Sloane updated the Group on the Moving On Project Post; Lucy White, Network Support Officer has recently been seconded on a part time basis to the role of Project Coordinator (Moving On) and will hopefully begin this role in August.</p> <p>It was agreed that the following would be removed from the Work Programme:</p> <ul style="list-style-type: none"> • A6 - Hospital travel costs and parking; • B1.2 - Monitoring the development of Local Involvement Networks (LINKS) <p>Colin Sloane invited all members of the Group to make submit any comments/amendments to the Work Programme by 31st August, for sign off at the next meeting.</p> <p>Members of the Group to submit comments/amendments on the Work Programme to Colin Sloane (colin.sloane@ycn.nhs.uk) by 31st August.</p>	All	31.08.09
8	<p>Hugh Butcher raised the issue of adding timescales to the Work Programme, June Toovey advised the Group that the Work Programme is a 3 year working document, which is reviewed on an annual basis with the completion of an annual report, the Group agreed that the User Partnership Implementation Sub Group would set the timescales on the Work Programme once it is signed off.</p> <p>Colin Sloane to take the Work Programme to the User Partnership Implementation Sub Group to agree time scales.</p>	Colin Sloane	Ongoing
9	<p>Colin Sloane to add a "Lead" column to the Work Programme to clearly show who would be leading on specific areas of work.</p>	Colin Sloane	10.07.09
9. Recruitment DVD update			
Log No	Action	Lead(s)	Deadline
10	<p>Marion Allinson thanked members of the Group who attended the LINKS Event and took part in filming for the enthusiasm and commitment they displayed to working together to improve services for patients and their carers across the YCN and in the localities. The Group were informed that the DVD has been edited and Harry Gration from BBC Look North is lined up to record the voice over, the DVD should be finalised by the end of July an ready for distribution 6 weeks later.</p> <p>Hugh Butcher thanked Marion on behalf of the Group for all her hard work.</p> <p>Colin Sloane to arrange for the Recruitment DVD to be shown at the next meeting.</p>	C Sloane	23.09.09

User Partnership Group : Actions of the meeting held on Friday 26th June 2009 12:00pm

10. Peer Review Training			
Log No	Action	Lead(s)	Deadline
11	<p>Colin Sloane updated the Group on the Peer Review User Reviewer Training Workshop taking place on Monday 13th July at St. Gemma's Hospice, the workshop is aimed at any Users who are interested in sitting on Trust Internal Validation panels and will be run by Colin Sloane; Fiona Stephenson, YCN Project Manager and Helen Ryan, YCN Peer Review Support Manager.</p> <p>Colin invited any members of the Group who are interested in attending the workshop to register by Friday 10th July.</p> <p>Any Group members who are interested in attending the workshop to contact Colin Sloane (colin.sloane@ycn.nhs.uk).</p>	All	10.07.09
11. Patient Experience Surveys update			
Log No	Action	Lead(s)	Deadline
12	<p>Colin Sloane gave an update on the Patient Experience surveys that are currently being piloted by Colorectal, Urology and Gynaecology in all Trusts, there has been a good response rate so far and the YCN Admin Team have inputted data from over 100 surveys, with approximately another 150 left to do, the maximum returned would be 420, it is aimed to have the data fully inputted by mid July and the report finalised by the end of July.</p> <p>Hugh Butcher asked Colin Sloane to feedback the final report to the Group at the next meeting.</p> <p>Colin Sloane to feedback at the next meeting.</p>	Colin Sloane	23.09.09
13. Any Other Business			
Log No	Action	Lead(s)	Deadline
13	<p>► User Training for NSSGs</p> <p>Pam Whitaker queried User training for the NSSGs, Colin Sloane advised the Group that Macmillan run a course for User representatives who want to sit on NSSGs but as they travel from London, will only run the course for a minimum of 12 people.</p> <p>June Toovey suggested the User Partnership Recruitment, Training & Support Sub Group look at putting together a YCN training course for Users wanting to sit on NSSGs, Colin Sloane agreed to discuss this with the Sub Group when they next meet.</p> <p>Colin Sloane to discuss the development of a YCN training course for Users wanting to sit on NSSGs, with the Recruitment, Training & Support Sub Group at their next meeting.</p>	Colin Sloane	14.09.09
14	<p>Colin Sloane advised the Group about an opportunity to get involved in a new National Steering Group for the Connected Programme. Connected is the new name for the National Communications Skills Programme which incorporates the best of a number of Communications Skills Training Programmes. There are 2 Service User places available on the Steering Group and Colin invited interested members to see him at the end of the meeting for more details.</p>	N/A	N/A

User Partnership Group : Actions of the meeting held on Friday 26th June 2009 12:00pm

13. Any Other Business			
Log No	Action	Lead(s)	Deadline
15	<p>► Sub Groups</p> <p>The Group requested a list of the User Partnership Sub Groups be circulated, Colin Sloane invited any members of the Group wishing to join one of the Sub Groups to contact him.</p> <p>Emma Jehan to circulate information on User Partnership Sub Groups.</p>	Emma Jehan	10.07.09
16	Any member of the Group interested in joining a Sub Group to contact Colin Sloane (colin.sloane@ycn.nhs.uk).	All	Ongoing.
17	<p>Madge Parker informed the Group of a Black & Ethnic Minority DVD that has been set up at Huddersfield for parents of children with cancer, so far there is one in an Asian Language and one in Polish which Huddersfield Royal Infirmary show on Patient Line and are trying to implement in Calderdale.</p> <p>Marion Allinson suggested Colin Sloane get more details from Madge Parker and Rosemary Oldridge after the meeting and then discuss how the Network could become involved with Jane Archer, YCN Patient Information & Support Manager.</p> <p>Colin Sloane to discuss the YCNs involvement with Jane Archer and feedback to the Group at the next meeting.</p>	Colin Sloane	23.09.09
18	<p>Marion Allinson queried whether Colin Sloane had heard back from Lancaster University about the research project to evaluate User Involvement that the YCN User Partnership Group had been involved in earlier in the year. Colin Sloane reported that the report has been finalised and is with Macmillan waiting to be published.</p> <p>Colin Sloane to share the report with the Group once published.</p>	Colin Sloane	Ongoing.

Date of Next Meeting(s)

Monday 13th July 2009 9:00am
St Gemma's Hospice [Workshop]

Wednesday 23rd September 2009 12:00pm
St Gemma's Hospice