

TRUST LEADS BOARD MEETING

Minutes of the meeting held on
28th July 2014, Seminar Room 1, SRFT

In attendance:

Name	Profession/Title	Trust
Tom Pharaoh (TP)	Associate Director	Manchester Cancer
Dave Shackley (DS)	Medical Director	Manchester Cancer
Carol Diver (CD)	Lead Cancer Nurse	Tameside
David Wright (DW)	Lead Cancer Nurse	Christie
Fiona Noden (FD)	Director of Operations	WWL
Hodan Noor	Pathway Manager	Manchester Cancer core team
James Leighton	Pathway Manager	Manchester Cancer core team
Jane Ashworth	Senior Administrator	Manchester Cancer core team
Janet Irvine (JI)	Lead Cancer Nurse	WWL
Janet Smart (JS)	Cancer Manager	Tameside
Jonathan Clarke (JC)		PAT
Julie Emerson (JE)	AHP Lead	Christie/Salford
Julie Fletcher (JF)	Performance Manager	WWL
Karen Blackburn (KB)	Lead Cancer Nurse	UHSM
Karen Buckley (KBu)	Lead Cancer Nurse	East Cheshire
Laura Elliot (LE)		Central
Lisa Galligan-Dawson (LGD)	Cancer Manager	Bolton
Maryna Lewinski (ML)	Lead Cancer Clinician	Stockport
Melissa Wright	Pathway Manager	Manchester Cancer core team
Michelle Eden-Yates (MEY)	Lead Cancer Nurse	SRFT
Roger Prudham (RP)	Deputy Medical Director/ Cancer Lead	PAT

AGENDA ITEM	ACTION
1. Welcome and introductions	
2. Draft Terms of Reference TP introduced the draft terms of reference. Some slight amendments were noted and the Terms of Reference were agreed.	ACTION: TP to amend ToR and recirculate
3. 5-minute updates <ul style="list-style-type: none"> Director of Operations FN stated that past concerns about waiting time performance had led to improvements across Greater Manchester but that performance has once again dropped. The Board heard that the GM Director of Operations Group has cancer as a standing item at its monthly meeting and is committed to 	

<p>helping develop standardised pathways across organisations.</p> <ul style="list-style-type: none"> • Clinical Leads ML outlined 3 main issues for the cancer clinical leads: <ol style="list-style-type: none"> 1. Data collection and the proposed pilot of web-based system across Greater Manchester 2. Auditing current pathways during reconfiguration 3. Variation in consultant upgrades at each trust • Lead Cancer Nurses DW stated that the minutes of the nurses group would be made available in future. The Board noted that discussions at the last meeting had focused on Living With and Beyond Cancer, peer review and the relationship with the SCN. • Cancer Managers The Board heard that cancer managers were discussing pathways and breaches as well as increasing two-week wait referrals. • Allied Health Professionals JE noted that the AHP group had been discussing rehabilitation in the acute phase and rehab pathways, representation on Pathway Boards and ongoing work with regard to lymphoedema. • Manchester Cancer DS outlined the progress of the Manchester Cancer core team, including details of the recent Macmillan Patient Involvement Day. 	
<p>4. Discussion of issues emerging from updates and agreement of actions</p> <p>Data collection TP and DS informed Board members that the proposed web-based data collection system is still in the scoping stage. It heard that the clinical lead, Dr Jac Livsey, will present a paper to the Manchester Cancer Provider Board at its meeting on 15/08. The Board agreed that there were many factors to take into consideration and multiple stakeholders to consult before implementing a new system. It was agreed that Dr Livsey be invited to its next meeting.</p> <p>Links to the Pathway Boards Following a discussion, members were happy that the Trust Leads Board provided the link that the various professional groups required to the Pathway Boards. It was acknowledged that the Pathway Managers played a key role in linking the Trust Leads Board and Pathway Boards. TP suggested that JE be sent a list of Pathway Board membership to allow the AHP group to assess whether they were appropriate represented.</p> <p>Consistency of policies for upgrades between trusts The Board discussed whether there was a need to explore what is happening with regard to consultant upgrades in each trust. The discussion revealed that there was variation across the system. It was agreed that policies from across the system should be collated to</p>	<p>ACTION: TP to arrange for Jac Livsey to present at the next Trust Leads Board meeting</p> <p>ACTION: TP to ensure that Pathway Board membership list sent to JE</p> <p>ACTION: Manchester Cancer core team to collate consultant upgrade processes from each trust</p>

<p>enable the sharing of best practice and the agreement of a set of minimum standards.</p> <p>Dealing with increasing referrals</p> <p>The Board heard that several of the Pathway Boards were planning to undertake GP education sessions to seek to improve appropriateness of referrals. During the discussion it transpired that cancer managers do not always receive sufficient notification of national and local awareness-raising campaigns. It was agreed that the Manchester Cancer core team was well placed to ensure that the Trust Leads Board is aware of the future programme of campaigns.</p>	<p>ACTION: Manchester Cancer core team to circulate planned programme of future awareness campaigns and update Board on an ongoing basis</p>
<p>5. For information: Pathway Board Annual Plans</p> <p>DS informed the Board the Pathway Board annual plans would be submitted by 31st July and would be shared when appropriate.</p>	
<p>6. Dates and times of future meetings</p> <p>It was agreed that the Trust Leads Board meetings will be held on a two-monthly basis.</p>	<p>ACTION: Manchester Cancer to circulate dates for the next 12 months</p>
<p>7. Any other business</p> <p>FN emphasised that the Greater Manchester Director of Operations Group was supportive of the Trust Leads Board. She noted that the Directors of Operations would see the minutes of the Board's meetings and that TP would attend the Greater Manchester Group.</p>	