

East Of England Cancer Alliance Board Meeting

Chaired by - Dr Rory Harvey

Tuesday 10 May 2017 – Hallmark Hotel, Bar Hill, Cambridge

MINUTES				
Attendees				
Ruth	Ashmore	Assistant Director	EoE Specialised Commissioning	
Chloe	Atkinson	Business Delivery Lead Cancer	Hertfordshire and West Essex STP	
Sam	Brown	Cancer Programme manager	East of England Clinical Network	
Louise	Browning	Facilitator Manager	Cancer Research UK	
Naresh	Chenani		NHS Improvement	
Lindsey	Cook	Patient representative	Patient representative	
Mark	Davies	Chief Executive, NNUH	Norfolk & Waveney STP	MD
Tonia	Dawson	Cancer Manager and Lead Nurse	East of England Clinical Network	
Erica	Denton	Associate MD	Norfolk & Waveney STP	
Donna	Derby	Director of Commissioning	Bedford, Luton & MK STP	
Melissa	Derwent	Information Manager	East of England Clinical Network	
Mary	Emurla	Associate Director	East of England Clinical Network	
Hugo	Ford	Lead Cancer Clinician	Addenbrookes Hospital	HF
Rory	Harvey	Cancer Alliance Board Chair	Bedford Hospital NHS Trust	RH
Peter	Holloway	Chair Primary Care Forum	Primary Care Cancer Forum	
Susannah	Howard	STP Programme Director	Suffolk and North East Essex STP	
Kath	Jones	Research Delivery Manager	National Institute for health research	
Rukshana	Kapasi	Strategic Partnership Manager	Macmillan	
Kate	Lancaster	Director of Strategy	Hertfordshire and West Essex STP	
Alastair	Lipp	Medical Director	NHS England (M & E (East))	
Chrissy	Marshall	Patient representative	Patient representative	
Richard	McDonald	Commissioning Lead	EoE Specialised Commissioning	
Lucy	McLaughlin	Head of Transformation & Delivery	Cambridgeshire & Peterborough STP	CS
Dr Abdul	Razaq	Director of Public Health	Public Health Suffolk	
Christopher	Scrase	Lead Cancer Clinician	Suffolk and North East Essex STP	
Justine	Thompson	MacMillan Involvement Lead	East of England Clinical Network	
Srilatha	Vijay	Head of Clinical Network	East of England Clinical Network	
Susan	Watkinson	Director for Planned Care	Cambridgeshire & Peterborough STP	
James	Wilson	Clinical Commissioning Lead	Mid and South Essex STP	
Jennifer	Yip	Consultant in Healthcare	Public Health England	
Apologies				
Victoria	Doyle	Quality Improvement Manager	East of England Clinical Network	
Sarah	Steele	Quality Improvement Lead	East of England Clinical Network	
Rob	Bowman		Health Education England	
Boyd	Mullins	Executive Lead - Workforce	Health Education England	
Sarah	Brierley	Director of Business Development	Hertfordshire and West Essex STP 3	
Emma	Sweeney	Lead Nurse, Colchester Hospital	Macmillan	
Carol	Anderson	STP Representative	Mid and South Essex STP	
Ayse	Casey	Deputy Research Delivery Manager	NIHR	
Dr Pippa	Corrie	Clinical Lead for Cancer	NIHR	
Finola	Devaney		NHS Improvement	

	<p>Sarah Howlett Head of Delivery & Development NHS Improvement</p> <p>Dean Westcott Cancer Alliance Finance Director NHS West Essex CCG</p> <p>John Reeve Patient rep Patient rep</p> <p>Leonie Prasad Consultant in Public Health Public Health England</p> <p>Nick Hulme STP Lead Suffolk and North East Essex STP</p>	
1.	<p>Welcome</p> <p>RH welcomed everyone to the meeting. A quick round of introductions was carried out. It was noted that there was representation from all 6 STPs and the majority of other key organisation including NHSI and PHE.</p>	
2.	<p>Minutes of last Meeting</p> <p>Draft minutes v0.2 approved and the action log updated.</p>	
3.	<p>Terms of Reference</p> <p>1. CANCER ALLIANCE BOARD</p> <p>Draft v0.15 was reviewed. The new phraseology and organogram around STP representative responsibilities was accepted and they were approved unanimously. To be reviewed in 6 months as CA evolves</p> <p>2. PATIENT ADVISORY BOARD</p> <p>Subject to the structure organogram matching that on of Main Board ToR, Draft v0.5 was accepted and approved unanimously.</p> <p>3. CLINICAL ADVISORY BOARD</p> <p>Organogram to be changed. The Clinical Board needs to approve its own terms of reference prior to referral to the Main Board.</p> <p>4. FINANCE ADVISORY BOARD</p> <p>No draft yet produced as the board has not had inaugural meeting. It was noted that Dean Westcott has written to each STP requesting details of finance lead to sit on the Finance Board.</p> <p><i>Actions on action log -</i></p> <p><i>a) Structure organogram to be the same in all ToR</i></p> <p><i>b) PCCF to be renamed PCG in all ToR</i></p> <p><i>c) 6-monthly reviews of ToR to be carried out</i></p>	CN
4.	<p>Ruth Ashmore – Assistant Director of Specialised Commissioning (EoE)</p> <p>A presentation on the role of Specialised Commissioning in Cancer treatment was shown to delegates. It will be circulated with the minutes.</p>	
5.	<p>Cancer Alliance PMO Structure</p> <p>V13 of the CA Resource Structure was shown. It now includes Assurance posts.</p>	
6.	<p>62 Day Performance and the Cancer Alliance</p> <p>It has been announced that the Work programme and Transformation Fund has been put on hold until September 2017, and the Cancer Alliance has been re-tasked to resolve the shortfall in achieving the FYFV 62 day target.</p> <p>RH announced that underperforming trusts will be split into two working groups –</p> <ul style="list-style-type: none"> - Trusts just missing target (based on Q4 2016-2017 figures) will receive the assistance of a “Rapid Response Group” - Trusts significantly short of target will be supported by an “Intensive Support Team” <p>It was requested that these groups work within NHSI and be embedded within CA regional structures. STP representatives expressed a willingness to develop the functionality of the response teams. NHSI believe that some trusts not achieving 62 day target through simple oversight and could be resolved relatively simply, others however are structurally or organisationally flawed and will be challenging to turn</p>	

	<p>around.</p> <p>It was commented that the CA is not a performance oversight group, but achieving the 62 day target is in the CA work programme.</p> <p>4 primary/key pathways are complicated to deliver with multi-agency commissioning and referral pathways. CS – we already know where the issues are due to work already undertaken by the Clinical Network (CN).</p> <p>7 Providers have been identified as requiring support, and a plan will be developed by the CA/CN, and the systems proposed will be scrutinised by the CA.</p> <p>Localisation can be avoided by STP's working together to share expertise and experience, and performing as vehicles of change.</p>	
7.	<p>STP Locality Groups</p> <p>Each STP updated the meeting on progress with generating locality business plans and the recruitment of Band 8a Project managers.</p> <p>The draft Cambridge & Peterborough STP Cancer Intelligence Report was showcased</p> <p><i>Actions on action log –</i></p> <ol style="list-style-type: none"> 1. <i>Item 28 outstanding – STP Work Programmes to be drafted by 30 June 2017</i> 2. <i>Unsuccessful but able 8a interview candidates to be passed to other recruiting STP's for consideration</i> 	STP's
8.	<p>STP Packs</p> <p>Draft STP Packs were displayed, they are awaiting feedback from Cancer Managers, then STP cancer Leads and Patient and MacMillan clinicians.</p> <p>Feedback to Melissa Derwent at CN is invited. Once finalised they will be broadly circulate and as the Cancer Intelligence reports are updated every 1.4, the STP packs will be subject to annual review.</p>	
9.	<p>Project Briefs</p> <p>The "Recovery & Risk Stratified Pathways" and "Early Diagnosis" work programmes have been given a green light to proceed. Owing to the political decisions, the timelines have been altered, and a re-prioritisation taken place.</p> <p>It was felt that the two projects need separate steering groups due to their different clinical priorities.</p> <p>15 immediate targets have been extracted from the Early Diagnosis Project, and split into two tranches, which will be funded in July and September.</p> <p><i>Actions on Action Log -</i></p> <ol style="list-style-type: none"> 1. <i>STP feedback on 15 Early Diagnosis priorities needed</i> 	STP's
10.	<p>Public Health England & PHE</p> <p>A presentation by JY will be circulated with the minutes</p>	
11.	<p>AOB</p> <p>"Thinking Differently" by Macmillan to be circulated.</p>	
12.	<p>Date of Next Meetings – (2pm)</p> <ul style="list-style-type: none"> - Monday 3 July 2017 - Wednesday 13 September 2017 - Monday 4 December 2017 	