

## East Of England Cancer Alliance Clinical Advisory Board

Chaired by - Dr Rory Harvey

Thursday 16 November 2017 – Bevan Room, Victoria House

### MINUTES OF THE MEETING

#### Attendees

Sam	Brown	Cancer Alliance
Andrea	Cronin	Suffolk & N E Essex STP
Tonia	Dawson	Cancer Alliance
Kay	Elliott	BLMK STP
Hugo	Ford	Cambridge & Peterborough STP
Rory	Harvey	Cancer Alliance
Peter	Holloway	Primary Care Group
Linda	Hunter	Norfolk and Waveney STP
Joe	Kerin	Specialised Commissioning
Karen	McAdam	Consultant
Richard	McDonald	Specialised Commissioning
Donald	McGeachy	Mid & S E Essex STP
Gini	Melesi	NHS England
Sarah	Miller	Mid & S E Essex STP
Carol	Ord	BLMK STP
Kevin	Roos	Cancer Alliance
Dr Eileen	Rubery	Patient Rep
Christopher	Scrace	Suffolk & N E Essex STP
Samir	Shah	Basildon and Thurrock Hospital
Justine	Thompson	Cancer Alliance
Srilatha	Vijay	Cancer Alliance
Wai Lup	Wong	E & N Herts NHS Trust
Jennifer	Yip	Public Health England

#### Apologies

Amos Burke	Addenbrookes
Christine Moss	Herts & West Essex STP
Debbie Adger	Herts & West Essex STP
Emma Sweeney	Colchester
Julie Taylor	Cambs & Peterborough STP
Pippa Corrie	Cancer Alliance
Linda Mahon-Daly	Primary Care Group
Paula Brown	North West Anglia NHS Trust

	Neeta Masih	Cancer Alliance		
	Sophie Wahlich	Mid Essex Hospitals		
	David Plume	GP		
<b>2.</b>	<b>Clinical Advisory Board (CAB) Structure &amp; Purpose</b>			
	<p>The role of the CAB is to help bring equal outcomes across the East of England, with the Clinical Leads providing geographical insight to that process.</p> <p>The CAB will interpret data for the main Board, raising issues of inconsistency and incidents of clinical importance that effect patient outcomes and experience.</p> <p>Communication between the main board and the CAB needs to work in both directions.</p> <p>All tumour locations and patient groups need to feel fully represented on the CAB.</p>			
<b>3.</b>	<b>Terms of Reference</b>			
	<p>The mission statement reads –</p> <p><i>The East of England Cancer Alliance Clinical Advisory Board will provide clinical leadership and oversight into the Cancer Alliance Board. It will ensure the views and experiences of clinicians inform all aspects of the Cancer Alliance work programme, taking a special interest in improving quality, safety, equity, value, outcomes and patient experience by driving innovation and improvement</i></p> <p>And the Mission Statement for the Patient Advisory Board reads –</p> <p><i>Our purpose is to challenge and improve the way cancer services are provided for patients in the East of England. We will work inclusively to lead and drive new solutions, celebrating examples of excellence and bringing the views and experiences of patients, carers and families to inspire change where current standards and patient experience need to be improved.</i></p> <p>Proposals to modify the CAB Mission Statement to be proposed in advance of next meeting.</p> <p>Specialised services group chairs not necessarily take up place on CAB – each group can select best representative on a variety of criteria.</p> <p>The breadth of organisations represented on the board should secure a balance between primary and secondary care, geography and the differing needs of different pathways. Where necessary expertise is lacking, individuals can be co-opted for specific projects.</p> <p>Commissioning and CCG's are represented through the variety of roles individuals sitting on the board hold.</p> <p>AHP – Paula Brown was appointed as temporary representative pending consultation through the Nurses Forum to realise a nomination procedure, possibly leading to four representatives from the Nursing Leads.</p> <p>Data needs to be detailed and broken down into small geographies to ensure local variation can be identified.</p> <p>The role of NCG's could be as "Task &amp; Finish Groups" for policy and best practice initiatives coming down from the main Board and CAB.</p> <p>Future CAB agenda's to be focussed on priority items that can be scrutinised in detail rather than a broad reporting forum on activity elsewhere.</p> <p>Smaller specialised groups could be tasked with deeper analysis of specific projects, and initiating work programmes and policy change.</p> <p><b>Action</b></p> <ul style="list-style-type: none"> <li>- Names to be matched to the Core Membership on Terms of Reference, and individuals to acknowledge they are comfortable representing their broader community and are able to make the commitment to the CAB</li> <li>- The structure organogram - oversight groups need updating.</li> </ul>			
				KR

	<ul style="list-style-type: none"> <li>- Network Clinical Groups to be listed on CAB structure</li> <li>- NCG reporting lines to individual board members to be established to ensure matters raised at NCG level reach the CAB</li> <li>- The role of Pharma sponsorship to be considered with options presented to the next CAB meeting. It was agreed that Chemotherapy meetings should not seek sponsorship.</li> </ul>	<p>SB</p> <p>SB/ GM</p> <p>GM</p>
<b>4.</b>	<p><b>Radiotherapy Review</b></p> <p>Paula Brown from Peterborough Hospital to coordinate Cancer Alliance response to Radiotherapy review. All stakeholders to be engaged by PB, but groups/networks can also respond directly to the national team.</p> <p>The CAB is to coordinate future responses to service reviews</p> <p>The way in which a response is formulated to the Radiotherapy Review will provide a template for future specialised services reviews.</p> <p>Action -</p> <ul style="list-style-type: none"> <li>- Christopher Scrase “Review on a Page” to be circulated</li> </ul>	<p>KR</p>
<b>5.</b>	<p><b>AOB</b></p> <p>Nominations for Chair of CAB are invited, and to be sent to <a href="mailto:kevin.roos@nhs.net">kevin.roos@nhs.net</a> before next meeting.</p> <p>The Cancer Alliance website is live - <a href="https://www.canceralliance.co.uk/">https://www.canceralliance.co.uk/</a>. Feedback welcome.</p> <p>Cancer Alliance Personnel list to be circulated, changes and updates to be notified to <a href="mailto:kevin.roos@nhs.net">kevin.roos@nhs.net</a></p> <p>Main Board minutes and STP data Packs to be circulated to the CAB members</p>	<p>KR</p> <p>KR</p>
<b>6.</b>	<p>Date of Next Meetings –</p> <ul style="list-style-type: none"> <li>- Thursday 18 January 2018, 13:30</li> </ul>	