

# Meeting Minutes

Cancer Patient Advisory Board – meeting 1		
8.30.2017	10.30 – 15.00	Cambridge Professional Development Centre,
Attendees	<ol style="list-style-type: none"> <li>1. Lindsey Cook</li> <li>2. John Reeve</li> <li>3. Chrissy Marshall</li> <li>4. Ray Anderson</li> <li>5. Ian Bradshaw</li> <li>6. Dawn Casterton</li> <li>7. Glenn Edge</li> <li>8. Marion Foreman</li> <li>9. Paul Foulger</li> <li>10. Jean Goffin</li> <li>11. Sarah Mappledoram</li> <li>12. Jaff Newton/ Linda Wilson</li> <li>13. Alan Stephens</li> <li>14. Phillip Wingfield</li> <li>15. Barbara O'Rourke</li> <li>16. Justine Thompson</li> <li>17. Rory Harvey</li> <li>18. Tonia Dawson</li> </ol>	
Apologies	<ol style="list-style-type: none"> <li>19. Jonathan Rackham</li> <li>20. Tony Rollo</li> </ol>	
1) Cancer Alliance Board update		
11.00 – 11.30	Rory Harvey	
Discussion		
<ul style="list-style-type: none"> <li>• System change is hard. In December 2016, the EoE cancer alliance (CA) was set up as a result of the cancer taskforce national strategy.</li> <li>• There are 16 cancer alliances across England.</li> <li>• The aim of the CA is to be more joined up and approach cancer differently.</li> <li>• The CA has to have an opinion and the PAB is central to making that work.</li> <li>• We need to design a future with the resources we have and empower patients with new ways of working.</li> <li>• We need to look at what we are spending and what outcomes it delivers.</li> <li>• We are aware within the region of 6.3 million people there is wide variation. We have great examples of the best outcomes in Bury St Edmunds and also pockets of poor outcomes (Great Yarmouth, South Essex, Herts and Luton)</li> </ul>		
Conclusions		
<ul style="list-style-type: none"> <li>• Empowering patients should be the PAB key theme</li> <li>• The PAB should also look at solutions</li> </ul>		
Action Items	Person	Deadline
1. We need to understand cancer commissioning and respond to the national consultations (radiotherapy and CYP cancer service specification)	PAB	TBC once consultation is open
2) PAB Terms of Reference (ToR)		
11.30 – 12.00	Co-chairs	
Discussion		

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<ul style="list-style-type: none"> <li>The objective of this session was to discuss and agree as a collective PAB the ToR (table discussions and then feedback).</li> <li>Rory pointed out that our PAB mission statement was not revolutionary and that we needed to be bolder.</li> <li>Lack of group diversity was highlighted and something we do need to address.</li> </ul>		
Conclusions		
<ul style="list-style-type: none"> <li>Missing from the ToR – Review period, issues of advocacy.</li> <li>incorrect statements in the ToR– partnership/involvement of groups, membership tenure, period of engagement, mission statement, issues of diversity/inclusivity</li> <li>Rewrite the mission statement</li> </ul>		
Action Items	Person	Deadline
1. Add in initial membership period 2 years with review	LC	Completed
2. Rewrite the mission statement	JR	Completed
3. Add in review of ToR each year	LC	Completed
4. Add in partnerships and involvement of groups	LC	Completed
<b>3) STP cancer programme managers</b>		
12.00 – 12.30	STP cancer programme managers (Sarah, Jooles and Debbie)	
Discussion		
<ul style="list-style-type: none"> <li>There are 6 new STP cancer programme managers, 3 were present at the meeting:               <ul style="list-style-type: none"> <li>Sarah Miller (<a href="mailto:sarah.miller14@nhs.net">sarah.miller14@nhs.net</a>) – Mid &amp; South Essex STP</li> <li>Debbie Adger (<a href="mailto:debbie.adger@nhs.net">debbie.adger@nhs.net</a>) – Herts &amp; West Essex STP</li> <li>Julie Taylor (<a href="mailto:Julie.taylor38@nhs.net">Julie.taylor38@nhs.net</a>) – Cambridgeshire &amp; Peterborough STP</li> </ul> </li> <li>Discussions were held with the STP cancer programme managers in small groups</li> </ul>		
Conclusions		
<ul style="list-style-type: none"> <li>Patient experience is very important</li> <li>Important to know your STP cancer programme manager</li> </ul>		
Action Items	Person	Deadline
Get in touch with the Programme Manager for your STP	All	Ongoing
<b>4) Alignment with Cancer Alliance priorities</b>		
13.30 – 14.00	John Reeve	
Discussion		
<ul style="list-style-type: none"> <li>National cancer advisory group 14 members.</li> <li>National overview from the patient experience group. Produce an annual report of the major risks in implementing the cancer strategy.</li> <li>Key themes               <ul style="list-style-type: none"> <li>1) lack of communication and engagement</li> <li>2) workforce</li> <li>3) 62 days which is variable by tumour site</li> <li>4) rarer cancers.</li> </ul> </li> </ul>		
Conclusions		
<ul style="list-style-type: none"> <li>What can the PAB do to release the money?</li> </ul>		
Action Items	Person	Deadline
1. Share patient experience summary report	JR	21 <sup>st</sup> Nov

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2.	Development of a leaflet for GP/Trusts to highlight the cancer strategy to patients	JR/Phillip	Draft for discussion 21 <sup>st</sup> Nov
3.	Individual members of the PAB to write to their local MP (if required)	PAB	TBC
<b>6) National cancer patient experience survey</b>			
14.00 – 14.30	Co-chairs		
Discussion			
<ul style="list-style-type: none"> <li>Aim of the discussion was how we as the PAB can get involved with STPs/Trusts to start influencing action around the NCPES results.</li> <li>There is always room for improvement even if some Trusts/CCGs are doing well</li> </ul>			
Conclusions			
<ul style="list-style-type: none"> <li>Patient involvement in research across the board is very low</li> <li>PAB to share examples of current Trusts action plans if available</li> </ul>			
Action Items		Person	Deadline
1.	Contact cancer managers/Trusts and/or CCGs to engage and look at their statistics. Ensure that individual trusts respond to specifics as requested.	PAB	21 <sup>st</sup> Nov
2.	Contact newly appointed STP programme managers and engage. Ensure engagement with locality groups and the NCPES becomes part of the agenda	PAB	21 <sup>st</sup> Nov
3.	Enquire about and identify specific tumour site action plans	PAB	21 <sup>st</sup> Nov
4.	Contact individual Trusts to identify 'free comments box' and highlighted issues of concern	PAB	21 <sup>st</sup> Nov
<b>7) PAB communication</b>			
14.30 – 15.00	Co-Chairs		
Discussion			
<ul style="list-style-type: none"> <li>Yammer – need some tips to get alerts and tags, old and new conversations are confusing.</li> <li>People agreed to share email addresses</li> </ul>			
Conclusions			
<ul style="list-style-type: none"> <li>Next meeting date is the 21<sup>st</sup> November 2017 10.30 – 3pm. Venue the Cambridge Professional Development Centre</li> <li>For anyone wishing to provide more information on themselves please feel free to share on Yammer. There is a thread for doing this.</li> </ul>			
Action Items		Person	Deadline
Send out potential February 2018 dates		LC	21 <sup>st</sup> Nov