

Cancer Control Steering Group Terms of Reference

Purpose

1. The purpose of the Cancer Control Steering Group (the Steering Group) is to provide governance for the Cancer Control Programme. It oversees priority setting, planning and implementation of the Cancer Control Programme. The Steering Group also provides governance for the palliative care work programme.
2. The Cancer Control Programme is a national programme that covers Ministry of Health (the Ministry), District Health Boards (DHBs), and regional cancer networks activity to implement the New Zealand Cancer Control Strategy and the New Zealand Cancer Control Strategy Action Plan.
3. The objectives of the Cancer Control Programme are to:
 - Reduce the incidence and impact of cancer
 - Reduce inequalities with respect to cancer
 - Ensure there is nationally consistent access to cancer services
 - Fairly and equitably prioritise and plan service improvement and new investment and deliver value for money.

Role

4. The role of the Steering Group is to provide leadership and oversight over the strategic direction of the Cancer Control Programme. This will be achieved by:
 - a. Setting the strategic direction for the Cancer Control Programme
 - b. Leading and coordinating a strategic planning and prioritisation process to provide a longer term view on how the Cancer Control Programme intends to achieve the overall purposes of the Cancer Control Strategy (which includes operational 'business as usual' activity)
 - c. Overseeing an annual planning and prioritisation process to inform the government's annual budget cycle for Vote Health and the annual work plan for the Cancer Control Programme. This includes:
 - i. Providing guidance to the Ministry, DHBs, and regional cancer networks on priority areas for new investment, service development, and work planning to achieve alignment across the Ministry, DHBs and regional cancer network work programmes
 - ii. Seeking expert clinical advice on services/initiatives for prioritisation from advisory groups to the Cancer Control Programme
 - iii. Overseeing work to aid medium-term planning for cancer treatment in New Zealand and ensuring this information is disseminated to the appropriate organisations to inform planning processes

- iv. Making decisions on which services/initiatives are recommended to funders for investment. This relates to new services/initiatives and areas for targeted improvement across the whole system.
- d. Setting clear performance target/outcomes for the Cancer Control Programme and monitoring achievement of these targets/outcomes by the Ministry, DHBs, and Regional Cancer Networks (including the national health targets for cancer control).
- e. Monitoring the ongoing implementation of the Cancer Control Strategy Action Plan 2005-2010 (including operational 'business as usual' activity) and reviewing the implementation priority of specific actions in the Action Plan.
- f. Providing strategic oversight of projects across the Cancer Control Programme. This includes:
 - i. Approving (in consultation with mandating groups) specific project work
 - ii. Providing guidance on risks and issues arising for the Cancer Control Programme and where necessary managing specific risks/issues.
- g. Overseeing the implementation of a communication strategy for the Cancer Control Programme.
- h. Setting clear expectations about the roles and responsibilities of the groups tasked with providing advice to the Steering Group. This includes requesting and receiving advice, and approving specific projects.
- i. Ensuring the Cancer Control Programme operates according to the following principles:
 - i. National consistency with local flexibility
 - ii. Collaboration and cooperation
 - iii. Openness and transparency.

Membership

- 5. The Steering Group is comprised of the following members and will be co-chaired by the Deputy Director-General Sector Capability and Innovation and the Lead DHB Chief Executive Officer for Cancer. Steering Group members are on the Steering Group as representatives of their organisation or sector.

Name and Job Title	Programme Role
Margie Apa Deputy Director-General Sector Capability and Innovation	Co-Chair Ministry of Health programme sponsor Provides the link between the Cancer Control Steering Group and the Long Term System Framework Steering Group
Deborah Woodley National Programme Manager for Cancer	Ministry of Health programme manager
John Childs National Clinical Director for Cancer	Clinical advice for cancer control
Ashley Bloomfield Chief Advisor Public Health/National Director Tobacco Control	Population Health advice for cancer control
Teresa Wall Deputy Director-General Maori Health	Inequalities advice for cancer control
DHB Chief Executive Officer	Co-Chair Lead DHB CEO for cancer
DHB General Manager Funding & Planning	DHB funder and planner
Regional Cancer Network Clinical Director and Manager	Represents the four regional cancer networks
Garry Forgeson Chair of the Cancer Treatment Advisory Group	Provides a link between the Steering Group and the Cancer Treatment Advisory Group

6. Depending on the agenda items other people may attend Steering Group meetings to present papers or issues and participate in the discussion.

Meeting Arrangements

7. Meetings will take place on a bi-monthly basis. In general meetings will be face-to-face. Teleconferences will be used as appropriate.

Quorum

8. A quorum will be 4 members of the Steering Group, including one DHB and one Ministry representative as a minimum.

Decision-making

9. Decision-making at the Steering Group will be by consensus, with Members ensuring that they have a mandate from their relevant organisation/sector.

Group Processes

10. The co-Chairs will be responsible for:

- a. Managing meeting processes
- b. Ensuring they have an appropriate mandate to participate in the Steering Group's consensus decision-making processes
- c. Acting as spokespeople for the Steering Group.

11. Steering Group members will be responsible for:

- a. Keeping their respective organisations/groups updated
- b. Ensuring they have an appropriate mandate to participate in the Steering Group's consensus decision-making processes
- c. Promoting the Cancer Control Programme and its processes. This includes keeping the Cancer Control Council informed of progress to support the Council's role in providing independent advice to the Minister of Health and Associate Minister of Health and monitoring the implementation of the Cancer Control Strategy.

12. The Ministry will provide secretariat support to the Steering Group. This includes distribution of the agenda and recording of the minutes. The agenda will be circulated at least ten days prior to meetings. Minutes will be circulated no later than a fortnight following the meeting date.

13. Continuity of membership is preferable and generally, substitutes will not be nominated to attend in the absence of another member, unless it is considered helpful to co-opt colleagues with particular expertise to provide advice on specific agenda items. In these circumstances, it is the responsibility of the Steering Group member to ensure the substitute is fully briefed and understands their responsibilities.

14. Minutes of the Steering Group meetings will be provided to the following groups for information:

- Ministry of Health Executive Leadership Team
- Cancer Treatment Advisory Group and its work groups
- New Zealand Palliative Care Working Group and its work groups.