




Central Cancer Network (CCN) Governance Group Meeting 26th January 2010

Members	Attendees	Apologies
Dianne Keip Bronwen Laurenson Denise Robbins Siloma Masina Marie McKay	Jo Anson (Chair) Stephanie Fletcher (Minute-taker) Andrew Campbell –Stokes Robert Bull (for Cancer Centre Collaboration project item)	Mike Grant Colin Tukuitonga Andy Simpson Simon Allan Kevin Nielsen Annette Nesdale Virginia Brind Patsy Bodger Astrid Koornneef Judith MacDonald

Items	Discussion/Comments	Actions
Welcome and Introductions	Jo welcomed attendees to the meeting. It was noted that because of a number of unanticipated absences the group may wish to defer decisions on specific papers.	
Cancer Centre Collaboration project	<p>Robert Bull updated the attendees on the draft project scope that went out to all stakeholders for feedback earlier in the month. (Copy attached)</p> <p><u>Discussion</u></p> <ul style="list-style-type: none"> MDHB and CCDHB had provided input into the project scope to date. Acknowledged that changing the name of the deliverable from and 'implementation plan' to a "working list" reflects a living document which supports an ongoing process. Discussion on ongoing project support once funding for the position concludes in May 2010. Noted the alignment with the Regional Clinical Services Plan (RCSP) and that on this basis the CEOs group had been informed that additional project support into 2010/11 may be required. Noted that the project is focussed on specialist cancer services however it is expected to dovetail into other areas (for example the implementation plan for Suspected Care in Primary care due out next month). Discussion around the perceived lack of a 'patient-centred' approach in the scope. Noted that measures of success would include patient outcomes and perspectives. <p><u>Outcome</u></p> <ul style="list-style-type: none"> Project scope agreed in principle. Any proposed major changes from feedback from stakeholders will be feed back through the governance group. 	 Cancer Centre Collaboration draft
Proposed budget recommendations for 2010/11	<p>This item has been deferred to the March 2010 Governance meeting.</p> <p>Jo noted that the March meeting (run alongside the regional hui) would focus on identifying work plan priorities for 2010/11</p> <p><u>Discussion</u></p> <ul style="list-style-type: none"> Consider the 2010/11 budget in conjunction with the work plan. The group sought clarity around the outcomes that had been achieved with the addressing inequalities programme of work to-date and where/what the key issues are that have been identified. <p><u>Outcomes</u></p> <ul style="list-style-type: none"> Budget recommendations to be considered alongside work plan priorities at March meeting Background paper on the addressing inequalities work programme to be provided for the March meeting. 	Jo to action

Items	Discussion/Comments	Actions
CEO Status Report	<p>Jo presented the CCN status report which had been compiled for the CEOs Group meeting on 26th January 2010. The report identified the objectives of the network, key activities and outputs for 2009 and indicative activities for 2010/11.</p> <p><u>Discussion</u></p> <ul style="list-style-type: none"> Queried whether the wording of the recommendations were strong enough. Noted that in the current environment there is little additional funding for new initiatives 	
Addressing inequalities pilot funded projects progress	<p>Jo presented the progress reports from the three projects funded from the 2008/09 CCN addressing inequalities pilot funding.</p> <p>Te Aitanga a Hauiti Hauora - targeted approach to support increased Breast Screening rates in Tairāwhiti Project is on track. Barrier noted around the inability to access clinic lists of women who are eligible, unscreened or overdue for their mammograms.</p> <p><u>Outcome</u></p> <ul style="list-style-type: none"> Steering group meeting planned for the 25th January to discuss project progress and address issue of access to PHO data – Ali to monitor outcome Te Aitanga a Hauiti Hauora to strengthen engagement with Ali in support of the project <p>Mary Potter Hospice (MPH)- development of generalist palliative care services for Maori and Pacific MPH has advised that the project has been delayed due to engagement issues with the PHO and are proposing a change to the deliverables for the project. CCN and MPH had teleconferenced to discuss situation.</p> <p><u>Outcome</u></p> <ul style="list-style-type: none"> MPH to re-scope project and provide CCN with a detailed project plan which includes evidence of stakeholder support (Ora Toa and CCDHB) by end of February 2010. CCN Management Team to review project plan to consider if it still fits within the basic parameters of the original proposal, if there is evidence that it is well supported by stakeholders and the likelihood of the project being successful. If the team are not satisfied the matter will be referred to the Governance Group for a decision on whether the project continues to be supported. MPH to initiate weekly contact with Ali re project progress CCN will withhold payment on invoice (\$25K) until situation satisfactorily resolved <p>HVDHB/CCDHB - Pacific translations for patient information and service directory development Project is on track. Siloma advised that the nursing organisation is currently doing the translation of brochures for treatment and care. Expected completion mid March 2010 then peer review and completion in April 2010.</p>	<p>Ali to action</p> <p>Jo to action</p>
Regional Hui 8 th and 9 th March	Panui has been circulated advising stakeholders of the objectives and dates for the hui and planning is under way. The next governance group will be held during the hui.	
PET-CT Funding	Jo noted that DHBs had received letters from the MOH in December 2009 outlining the availability of additional funding to support access to PET-CT for specific clinical indications. Jo has approached the DHB General Managers, Planning and Funding to offer CCN's assistance to establish processes to support this. Outcome will be known by the end of January.	

Items	Discussion/Comments	Actions
Clinical Director Resignation	Jo tabled Simon Allan's resignation as Clinical Director of CCN from April 2010. The Group expressed their gratitude for his leadership of the network over the past three years. <u>Outcome</u> <ul style="list-style-type: none"> Replacement process to be determined 	Mike to action
Indicators Report	Jo advised that the sub-group are to teleconference on the 11 th February to sign off the first six monthly indicator report. <u>Discussion</u> <ul style="list-style-type: none"> Marie advised that CCDHB radiation oncology and medical oncology wait time indicators still not been made available to TAS in a timely manner. 	Jo to follow up
Patient Hand Held Record	Jo advised that Cancer Society NZ is liaising with the networks and other cancer NGOs re the potential to develop a national hand-held record. A teleconference is proposed for the 8 th March between these groups to discuss the way forward.	
Secondary Breast Reconstruction	Andrew advised that Colin Calcinai will provide an update the Regional Clinical Leadership Group in February. Information also to be fed back to CCN.	Andrew to action
Local Cancer Networks Addressing Inequalities Funding	Jo advised that a number of the local cancer network chairs had been in contact regarding the offer of funding and proposed addressing inequalities workshops. It is anticipated that many of these will be completed before the end of April.	
CCN Quarterly Newsletter	First newsletter due out this week. Future newsletters aim to feature information on cancer control activities from around the region.	
Supportive Care Request For Proposal (RFP)	Jo advised that the regional cancer networks are proposing to submit a joint proposal to undertake this work over 2010, with CCN acting in the lead network capacity. This work aligns with and supports a number of supportive care projects already underway in each of the networks. <u>Outcome</u> <ul style="list-style-type: none"> The group supported the proposed approach Bronwen and Denise keen to see the proposed approach for the development of service directories. 	Steph to action

Meeting closed 10.25am