

Meeting:	Radiotherapy Group	
Date:	3 February 2017	
Time:	2pm	
Venue:	Evolve Business Centre	
Present:	Name:	Initials
	Sheila Alexander, Directorate Manager, Newcastle	SA
	Tony Branson, Medical Director (Cancer), NESCN	TB
	Kevin Burke, Head of Radiotherapy Physics, South Tees	KB
	Sharron Driver, Acting Radiotherapy Service Manager, Newcastle	SD
	Susan Lamb, (VICE CHAIR) Assistant DM, Newcastle,	FM
	Fiona Milnes, Radiotherapy Manager, South Tees	SM
	Steve Mattock, Head of Radiotherapy Physics, North Cumbria	SL
	Nick Wadd, Oncologist, South Tees	NW
	Chris Walker, (Chair) Head of Radiotherapy Physics, Newcastle	CW
In Attendance:	Susanna Young, Business Support Assistant, NESCN	SY
Apologies:	Name:	Initials
	Alison Featherstone, Network Manager, NESCN	AF
	Lisa Jordan, Service Specialist, NHS England	LJ
	Anil Kumar, Consultant Clinical Oncologist, North Cumbria	AK
	Suzanne Stanley, Radiotherapy Services Manager, North Cumbria	SS
	Julie Turner, Specialised Commissioning, NHS England	JT
	Hans Van Der Voet, Radiotherapy Lead, South Tees	HV
	Margaret Warner, Service User Representative	MW

## MINUTES

1.	INTRODUCTION	Lead	Enclosure
	<b>1.1 Welcome and Apologies</b>		
	CW welcomed all to the meeting and introductions were made. Apologies were noted as above.		
	<b>1.2 Declaration of Interest</b>		
	There were no declarations made.		
	<b>1.3 Minutes of the previous meeting (14 October 2016)</b>		
	The minutes of the previous meeting were accepted as a true record.		<b>Enc 1</b>
	<b>1.4 Matters arising</b>		
	<ul style="list-style-type: none"> <li><b>North Cumbria Update – Oncology/Radiotherapy Provider Changes</b></li> </ul> <p>An update paper was provided by specialised Commissioning which highlighted that It's now confirmed that Newcastle Hospitals will take ownership of the North Cumbria replacement LINACs that is part of the national 130 million replacement programme in the first wave. The plan is to have a fully operational LINAC by October 2017 in North</p>		

		<p>Cumbria.</p> <p>A draft Comms Strategy has been developed by the two trusts and with commissioners in order to manage and support the transfer and mobilisation of services across to Newcastle.</p> <p>All partners continue to work together to drive forward the project objectives amongst continued challenges to ensure that modern oncology services continue to be provided in WNE Cumbria.</p> <p>Discussions were held regarding the exposure of Cumbria's service whilst the current LINAC is removed and the new one is installed. It was confirmed that patient flow will be changed to avoid/minimise the demand on the current machines. SS and SM are currently working on contingency plans should there be any issues with the remaining LINAC machines.</p> <p>Praise was given on how well the three centres are working together.</p> <p>Staff vacancies were discussed and it was agreed that these be added to the agenda at future meetings.</p>	SY	
<b>2.</b>	<b>AGENDA ITEMS</b>			
	<b>2.1 Activity/Cancer Waiting Times</b>			
	<p>Newcastle – See attached appendix</p> <p>Cumbria – See attached appendix</p> <p>South Tees – See attached appendix</p> <p>It was suggested that breaches be included in future reports.</p>			<b>Enc 2</b>
	<b>2.2 IMRT implementation and uptake</b>			
	<p>Newcastle – See attached appendix</p> <p>Cumbria – See attached appendix</p> <p>South Tees – See attached appendix</p>			<b>Enc 2</b>
	<b>2.3 Cancer Alliance Update</b>			
	<ul style="list-style-type: none"> <li><b>Transformation Bid</b> An application has been made for the transformation bid. It is hoped to have notification of whether funding will be granted by the end of February.</li> <li><b>Cancer Alliance Launch</b> The Cancer Alliance are holding a Launch Event on Thursday 30 March 2017 at Newcastle Racecourse. Registration is now open and a draft programme has been circulated widely. Key Note Speakers confirmed include Cally Palmer, National Clinical Director for Cancer and Prof</li> </ul>			<b>Enc 3</b>

		<p>Linda Bauld, Professor of Behaviour Research for Cancer Prevention.</p> <p>The Radiotherapy Group have been asked to do a short presentation on advances in radiotherapy services. It was agreed that TB would contact Clive Peedell to see if he is available to present on the day.</p>	TB	
	<b>2.4</b>	<b>Research</b>		
		South Tees informed the group that they have appointed a research radiographer. Newcastle confirmed they are to appoint a research radiographer once approval is sought.		
	<b>2.5</b>	<b>Clinical Trials</b>		
		It was agreed to invite the Trials co-ordinators to the next meeting so that an update can be provided.		
<b>3.</b>	<b>STANDING ITEMS</b>			
	<b>3.1</b>	<b>Proton Beam Therapy (PBT)</b>		
		<p>It was noted that the new centre are requesting that patients be referred to them however this is only for private patients. It was confirmed that NHS England are not commissioning the new centre and any referrals should be made once the Christie opens.</p> <p>Discussions were held whether any other centres are to open and it was agreed that intelligence would be sought on this.</p>		
	<b>3.2</b>	<b>SABR CtE</b>		
		Regular meetings are continuing to be held where patient numbers are discussed. CW asked the group if there was something the network could do. It was suggested that the Alliance send information out to all the MDTs.		
	<b>3.3</b>	<b>Superficial X-Ray Treatment (SXT) (Watching Brief)</b>		
		<p>SL and CW have attended a meeting to discuss a mobile unit for the three centres to use and discussions were held whether the unit be in one centralised site or have a 3 month placement within each centre. Agreement is required from all sites that if a system goes down then the other sites agree to treat patients in the interim. At present a gentleman's agreement is in place but this needs to be more formal.</p> <p>It was suggested that this be discussed in further detail at a workforce session.</p>		

	<b>3.4</b>	<b>PPV Feedback</b>		
		No update was available at this meeting.		
	<b>3.5</b>	<b>Governance</b>		
		None		
	<b>3.6</b>	<b>Any Other Business</b>		
		<p><b>Collaborative working meeting</b> A meeting has been set up for the team to work collaboratively..</p> <p><b>Radiotherapy Board</b> Discussions were held on where this group is placed once the radiotherapy board is established. TB confirmed that the Alliance expect the radiotherapy group to be an expert reference and report to the alliance leadership and commissioning forum. It was highlighted there may be another group and some overlap of discussions may be had however there has been no discussions of a constitution as yet.</p> <p>Arrangements for chairmanship of the existing group were also discussed.</p> <p><b>Intraoperative Radiotherapy</b> A response has been given to NICE however there is a danger this could be revisited in March. CW asked to keep this on the agenda as a watching brief. TB agreed to discuss this further with Mike Carr.</p>		
	<b>3.5</b>	<b>Future Meeting Dates</b>		
		Friday 28 April 2017 Friday 28 July 2017 Friday 27 October 2017 2.00 – 4.00pm, Venue TBC		
<b>4.</b>		<b>MEETING CLOSE</b>		
		CW closed the meeting.		