



**Meeting:** Radiotherapy Expert Advisory Group  
**Date:** 26<sup>th</sup> October 2018  
**Time:** 2.00 - 4.00pm  
**Venue:** Evolve Business Centre

<b>Present:</b>	<b>Name:</b>	<b>Initials</b>
	Cheryl Buchanan, Deputy Directorate Manager, Newcastle	CB
	Kevin Burke, Head of Radiotherapy Physics, South Tees	KB
	Sharon Driver, Radiotherapy Service Manager Newcastle	SD
	John Frew, Consultant Clinical Oncologist, Newcastle	JF
	Kath Jones, Cancer Alliance Delivery Manager	KJ
	Steve Mattock, Head of Radiotherapy Physics, North Cumbria	SM
	Phil Powell, Directorate Manager, NCCC Newcastle	PP
	Lisa Trimble, Radiotherapy & Oncology Business Manager, South Tees	LT HV
	Hans Van der Voet, Consultant Oncologist Radiotherapy Lead, James Cook Hospital	CW
<b>In Attendance Apologies:</b>	Chris Walker, ( <b>Chair</b> ) Head of Radiotherapy Physics, Newcastle	
	Laura Lund, Business Support Assistant, NCA	LL
	Alison Featherstone, Alliance Manager, Cancer Alliance	AF
	Claire Huntley, Radiotherapy Clinical Lead, South Tees	CH
	Anil Kumar, Consultant Clinical Oncologist, North Cumbria	AK
	Adrienne Moffett, Alliance Delivery Manager, NCA	AM
	Jonathan Slade, Deputy Medical Director and Responsible Officer, Cumbria and the North East	JS
	Suzanne Stanley, Radiotherapy Services Manager, North Cumbria	SS
	Julie Turner, Senior Service Specialist, Specialised Commissioning	JT

## 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 Declarations of Conflict of Interest</b> There were no declarations of conflict of interest made.		
<b>1.3 Minutes of the previous meeting (20 July 2018)</b> Minutes of the previous meeting were accepted and agreed as true and accurate record.		
<b>1.4 Matters arising</b>		

**Workforce** – CW has recently been at a CRG Meeting where workforce has been recognised as challenging. CRUK has produced an all team together document re embracing skilled mixes. CRG & CRUK are working together to take a strategy plan to HEE SD has met with Sarah Hamilton to discuss workforce within the region. **A/P** to be kept as a watching brief.

**Proknow and Peer Review** - Progress is being made in these areas. CW has been invited to NHS Digital to discuss specification, need to look at how we overcome Information Governance Issues.

**Mobilisation Plan** – Cumbria are looking at data within prostate and lung, the data will be looking at 3 areas:

- a. DQA
- b. Imaging Review
- c. Morbidity Data

Bladder and rectum will be the next sites to be looked at; bladder will be first followed by rectum.

## **2. AGENDA ITEMS**

### **2.1 • North Cumbria Update – Oncology/Radiotherapy**

The relevant organisations are continuing to work towards the tight November 2018 deadlines for Full Business Case (FBC) submission to NHSI Resource Committee by 3 January, 2019. The FBC is scheduled to be examined by Specialised Commissioning internal governance via the North East & North Cumbria LGG (Local Governance Group) on 19 November and North RLG (Regional Leadership Group) on 26 November. Final approval is expected January 2019.

In terms of next steps over the next quarter, demolition of tower block is to begin (but issues have arisen), the three SLAs for the future service will be completed and a Reserved Matters Application will be made (the same as a full planning application).

### **2.2 Regional Protocol Format**

Regional Protocol Format initial draft has been shared, to be discussed by protocol group. AM has offered to help.

### **2.3 Terms of Reference for Network Board**

Copy sent to members to review prior to meeting. Asked for comments for section titles to be given and discussed at the meeting.

Draft “Terms of Reference for Network Board” has been agreed.

#### **2.4 Regional Coding Practice – (watching brief)**

Locally it was agreed about how coding of items are completed. Coding Audits are completed annually, SD mentioned that there is currently no clear guidance on coding. It was agreed that staff in the North East Region & North Cumbria should continue with what they are doing as this is working.

#### **2.5 National Service Specification**

At the time of this meeting this had not be released, although publication is due end October/beginning November, once this has been released the group will be informed.

#### **2.6 Cancer Alliance Update**

100% transformation funding has been granted for the remainder of the year to 31<sup>st</sup> March 2019. Will be dedicating resources to prostate.

Tony Branson has retired.

Dr Katie Elliott is Primary Care Clinical Lead for the Northern Cancer Alliance

Dr Angela Wood has been appointed as the Secondary Care Clinical Lead for the Northern Cancer Alliance

Dr David Rogers Medical Director/Interim Accountable Officer North Cumbria CCG will be joining the Alliance as the CCG SRO for cancer

### **3. STANDING ITEMS**

#### **3.1 Activity/Waiting Times**

Activity data was forwarded to members before the meeting to aid discussion. It is recognised that the Radiotherapy Data Set is inaccurate and the group believe the data within the presentation to be incorrect.

##### **South Tees – IMRT 98% (total)**

- Waiting times Radical 25.4days
- Waiting times Palliative 6.6 days

Referrals and attendance have gone down (slightly) compared to 2017.

##### **Cumbria – IMRT 28% (total)**

- Waiting times Radical 25 days
- Waiting times Palliative 10 days

Referrals and attendance have gone down (slightly) compared to 2017.

##### **Newcastle – IMRT 59.5% (total)**

- Waiting times Radical 19.6 days
- Waiting times Palliative 9.5 days

Referrals and attendance have gone up compared to 2017.

### **3.2 Staff Vacancies/Workforce**

#### **Middlesbrough:**

Quality Manager Post filled, started August

1 Band 5 vacancy

1 Band 7 vacancy from January '19

2 Maternity vacancies to be filled

#### **Cumbria**

1 Band 6 Vacancy – interviewing w/c 29.10.18

1 Temporary Band 7 post

Medical Physics fully staffed

2 CCO Vacancies

1 Medical Oncologist vacancy

#### **Newcastle**

Band 5 & Band 6 ready to start

Medical Physics fully staffed

Training started September, there is a full cohort.

Considerations re: secondments for physics staff from one trust to another to cover maternity leave is being deliberated upon.

### **3.3 SRS**

Almost on target, numbers are good for this service

### **3.4 Intraoperative Radiotherapy**

Nothing to discuss

### **3.5 Innovation for Sharing**

Newcastle and James Cook Hospital continuing SABR CtE.

Clarity System, applications training for end December have been received, looking to use in shadow (conjunction) with current equipment, has been installed and will be running from New year.

### **3.6 Proton Beam Therapy (PBT)**

There have been 2 patients treated at the Rutherford Centre nationally.

### **3.7 SABR CtE**

Middlesbrough and Newcastle have been meeting on a regular basis; The commissioned period is coming to an end, with Sabre CtE to continue in the interim, evaluation will begin January 2019.

<p>It was agreed that no more meetings were needed at the moment.</p>		
<p><b>3.8 Superficial X-Ray Treatment (SXT) (Watching Brief)</b> This has been requested to be discussed amongst the Skin Expert Advisory Group and brought back to the Radiotherapy group.</p>		
<p><b>A/P:</b> CW to contact Dr Paul Barrett, Chair of the Skin Expert Advisory Group and Consultant Histopathologist, County Durham &amp; Darlington NHS Foundation Trust before the next meeting.</p>	<p><b>CW</b></p>	
<p><b>3.9 Clinical Reference Group Feedback</b> Feedback discussed throughout the meeting over various items</p>		
<p><b>3.10 PPV Feedback</b> No Feedback given, waiting on specification being published, before decision made regarding representation.</p>		
<p><b>3.11 Governance</b> None, to be discussed at the next meeting</p>		
<p><b>3.12 Any Other Business</b> Nick Willis Practice Lead Specialist Dosimetrist role has been appointed to Newcastle Nick will be invited to next meeting, CW to invite to give information.</p> <p>JF mentioned that the Stampede trial started at James Cook Hospital week of 22<sup>nd</sup> October 2018</p>	<p><b>CW</b></p>	
<p><b>3.13 Future Meeting Dates</b> <b>Proposed dates:</b> Friday 25<sup>th</sup> January 2019 2pm – 4pm, Evolve Business Centre Friday 26<sup>th</sup> April 2019 2pm – 4pm, Evolve Business Centre Friday 19<sup>th</sup> July 2019 2pm – 4pm, Evolve Business Centre Friday 18<sup>th</sup> October 2019 2pm – 4pm, Evolve Business Centre</p>		
<p><b>4. MEETING CLOSE</b> CW closed the meeting.</p>		

Contact: [laura.lund@nhs.net](mailto:laura.lund@nhs.net)

tel: 01138250921