SCN Southern Cancer Network	**SOUTHERN CANCER NETWORK**

MINUTES

OTAGO SOUTHLAND LOCAL CANCER NETWORK

THURSDAY 9 JUNE 2011

11 – 1pm by VC

Venue: David Perez Seminar Room, Board Room Invercargill

Chair: Ray Anton Manager Clutha Health First

Confirmed Attendees:
Claire Lord - Planning and Funding Southern DHB
Ruth Robson Southern Cancer Network
Blair McLaren - Clinical Leader SB&CS Southern DHB (Dunedin
Megan Barrett Southern PHO Manager
Gary Reed - Service Manager Southern DHB (Dunedin)
Nicki Kitson CEO Hospice Southland
Chris Lovell Smith - Medical Director Diagnostic and Support Services Southern DHB
Penelope Scott – Cancer Society
Sue Walthert, Consumer (Dunedin)
Marion Poore - Public Health South

To be confirmed:
Pania Coote Manager Maori Health, Te Huinga Tahi, Southland DHB
Konrad Richter Consultant General Surgeon Southland DHB
Trish Clark Charge Nurse Manager SDHB;

Apology
De- Arn Buchholz, Consumer
Ian Winwood Divisional Manager, Medical Services SDHB
Noelle Bennett Clinical Charge Radiation Therapist;
Sharon Stewart Nurse Director Otago Community Hospice

Action Register			
Action #	**Action**	**Responsible**	**Due Date**
1.	**O/S LCN TOR to be reviewed next meeting and to include the definition of communication/distribution mechanisms and membership for those members who have not attended in the last 6 months**	Ruth/All	**Next meeting**
2.	**Partner organisations to send their logos to Claire for inclusion on the plan**	All	asap
3.	**Ethnicity collection project Report to be circulated to LCN**	Ruth	(done)
4.	**Update the Cancer Plan based on the discussions today and then forward the Plan through to CFAC, DSAC on 6 July**	Claire	**asap**
5.	**When the PHO Clinical Proposal has been reviewed and is ready for further consultation, that the Cancer Services section be presented to**	Megan	**When available**

	the LCN for final input		
6.	**Member/partner organisations to be cognisant of the opportunity to get the feedback from the LCN into organisation plans and to advise the SCN so that presentation on the plan can be put on the agenda for the appropriate month.**		

Agenda Item	
1.	**Welcome:** Ray opened the meeting and extended a welcome to those present.
2.	**Minutes of previous meeting and matters arising:** Minutes from the last meeting were reviewed: Blair noted a mistake in the minutes. Should read approval to spend 6 million dollars for the new Linac. With this chance the minutes were accepted as true and correct. Review of actions from previous minutes: 1. **Progress the RFP process according to the revised timeline –** *Agenda item* 2. **Meet with PHO; Sonja Dillon/Irene Wilson/Prof Terry Doyle/Andre Smith/ (breast and cervical screening), PHS, Respiratory Physician in Southland and University over next two weeks –** *Agenda item* 3. **Distribute the PHO plan to LCN members –** *Completed and agenda item* 4. **Draft a programme and timings for partner organisations to come to the LCN to present their annual plans for discussion and ratification at the next meeting –** *Completed and agenda item* 5. **Send email calling for a June meeting on the 9 June -** *completed*
6.	**Reducing Inequalities Workshop update on RFP** Ana reported that there was one proposal as at Thursday 9 June. Closing date was Friday 10 June. Members knew of one or two others including a joint PHO Public Health South proposal still to come. Discussion ensued regarding the distribution of the RFP which was through the LCN membership and on the SCN Website Chris raised the issue of communication, concerned that the information may not have got out as widely as possible. He asked the question…Who takes responsibility? Gary responded saying the provider arm has three members on the LCN, each member is responsible to distributing to their networks. Gary said he has taken a targeted view re the distribution of information from The LCN. Claire suggested it is time to Review TOR (actually due last Feb) - formal communication to be defined. Provider arm communication mechanisms need to be clarified. Blair also noted that there were several members on the LCN who hadn't attended in the last 6 months **Action point: O/S LCN TOR to be reviewed next meeting including membership of those members who haven't attended in the last 6 months.**
7.	**Development of the Southern Local Cancer Plan** Claire updated the Group regarding progress on the plan and formally apologised for missing the deadline. Further she extended a general apology from P&F stating that the plan had been too long in draft and it had not been well supported previously. Claire outlined the people she had either met or had email contact with in the previous month: • Pip Stewart, Sharyn Robson and Andre Smith

	• Sonja Dillon, Chris Lovell-Smith, Kim Caffell, Lynda McCutcheon • Marion Poore • Other Planning and Funding Portfolio managers • Email updates were received from: Nicki Kitson, Janice Burton, Penelope Scott, Stephen Jenkins, Megan Barrett • She was unable to meet with Tony Reeder due to him being on annual leave The Plan had been further updated accordingly Claire suggested that each partner organisation should submit their logo for inclusion on the minutes - agreed **Action point: Partner organisations to send their logos to Claire for inclusion on the plan** So in summary: • Feedback from the public consultation has been incorporated • The actions have been updated and made more specific actions • A preliminary prioritisation process has been applied with the addition of a year column, identifying those actions that have been commenced, are yet to commence, require development • Funding – where additional resources are required , a Business cases will need to be developed (P&F are developing a new planning framework. When business cases neatly fit into the prioritisation framework that is being developed) • Plan has a demand and capacity modelling component added in section 5. Work force planning will inform services development across the cancer continuum • Once ratified by the Board, a work plan will need to be populated which will enable the document to be monitored. The intent now is for the Plan to go to CPHAC and DSAC in July and then onto the Board for ratification enabling the plan to come out of draft. Changing the date on the plan was considered but the dates have been retained. This then shows the progress that has been ongoing – she congratulated members on persevering in the circumstances. The intent is that the document will be a living document and designed to add value and to support services to develop. LCN is a key forum for monitoring and pushing service development The group then went through the Action Plan - timings and funding source were checked. The plan is now considered complete and ready to go forward for final sign off. **Action Point: Claire to update the Plan based on the discussions today and then forward the Plan through to CPHAC, DSAC on 6 July**
8.	**Southern PHO Clinical Proposal – update** Megan gave a verbal update on the Southern PHO Clinical Proposal. She reported that a directive had been issued by Robert.Mackway-Jones to conduct a wider more fulsome consultation process. The Clinical Proposal had been distributed to 700 distribution and 70 responses to the Plan had been received. A further Directive from Robert Mc Meetings had requested consultation be arranged between clinical leaders in DHB and the PHO and these are in progress. Megan reported that the timing of the plan would now change. Discussion ensued. The LCN members requested that the consultation process needs to be genuine as there is real support to get it right and so when the Cancer Services section has been reviewed that it be presented back to the LCN for their input. **Action Point: When the PHO Clinical Proposal has been reviewed and is ready**

	for further consultation, that the Cancer Services section be presented to the LCN for final input
9.	**Draft LCN presentation schedule** Ruth presented a draft schedule for partner organisations to present to the LCN as per the action point from the April meeting. The point was suggested by Blair and it was clarified that the best time to bring these documents to the LCN was when the plans were being developed or updated. The intent is to Influence the plans when in development. e.g. Public Health South annual plan; Hospice Southland and Otago Community Hospice annual plans; DHB annual plan; PHO annual plan etc. **Action Point: Member/partner organisations to be cognisant of the opportunity to get the feedback from the LCN into organisation plans and to advise the SCN so that presentation on the plan can be put on the agenda for the appropriate month.**
10.	**Claire finishing her contract with the DHB** Claire advised the LCN that Leanne would be returning on the 4th July. Ray thanked Claire for her excellent work and commitment in getting the Plan into its updated and final state and for seeing it through the last steps before being ratified by the Board. The LCN wished Claire well in her future endeavours.
11.	**Meeting Closed 1.03pm** There is no meeting scheduled for July. The next meeting will be on the 11/08/11 by videoconference.
12.	**2nd Thursday of Month**

O/S LCN Meeting Schedule	
Month	**Date**
July	no Meeting
Aug	11/08/11 VC Southland/Dunedin/SISSAL DHB Boardroom Invercargill, David Perez Dunedin
Sept	8/09/11 VC Southland/Dunedin RR Otago DHB Boardroom Invercargill, David Perez Dunedin
Oct	13/10/11 VC Southland/Dunedin/SISSAL DHB Boardroom Invercargill, David Perez Dunedin
Nov	10/11/11 Face to Face Dunedin David Perez