

Operational Delivery Network Board Meeting- Yorkshire and Humber CTYA Cancer  
29/11/2022- 16:30-17:30

Attendees: Dr Patricia Fisher (PF), Dr Dan Stark (DS), Dr Katherine Patrick (KP), Diane Hubber (DH), Freya Johnson Smith (FJS), Julie White (JW), Hilary Quinton (HQ), Kevin Peters (KP), Egzone Muliqi-Begolli (EMB).

Apologies:

Welcome and Apologies	PF welcomed the group	
Declaration of Conflicts of Interest	None	
Minutes	Minutes from the 31/05/22 agreed by the group	
Matters Arising	<p align="center">a. Children's ODN Clinical Lead Appointment</p> <p>The Board welcomed Dr Katherine Patrick who has officially been appointed as the Children's ODN Clinical Lead.</p> <p align="center">b. RT Mutual Aid Update</p> <p>LTHT provision of mutual aid for Sheffield Children's Hospital Paediatric Radiotherapy patients continues. Currently one SCH Radiotherapy consultant on maternity leave. \hr rules mean that notice of return may not be confirmed until 2 weeks prior to expected return date.</p> <p>Positive progress for recruitment of supporting consultant role with expectation to start with training in January 2023.</p> <p>JW noted that the TYA Unit has been closed and paediatric wards have been merged as to mitigate staffing pressures in Leeds. This has resulted in a reduced bed base. JW expressed that situation is currently very difficult and staff are experiencing unprecedented pressure. JW highlighted that Leeds will be admitting one palliative patient from Sheffield on 28<sup>th</sup> of December for approximately 10 days.</p>	<p>KP and PF to meet with Sheffield team and discuss mutual aid end date and comms with Leeds</p> <p>HQ and JW to meet and discuss nursing support</p>

	<p>This will require additional nursing capacity and asked the group if SCH could support this.</p> <p style="text-align: center;">c. STH TYA Unit closure</p> <p>EP shared that TCU in STH has been closed since March 2020 due to COVID staff redeployment. The TCU cannot currently be staffed due to a lack of nursing capacity with appropriate skill mix.</p> <p>EP has submitted a business case for CNS nurse support to Trust management. EP confirmed they are having regular meetings with their nurse director to find ways and improve matters, as well regular meeting with Julie Neal (inpatient matron).</p> <p>PF confirmed that she has also spoken to the Nurse Director who has affirmed their commitment to opening the TCU as soon as the right staffing levels are established. The group agreed to monitor the situation closely as there is an overall negative impact on patient feedback and quality of care.</p> <p>TCU closure is a variation of the Service Specification for TYA.</p> <p>PF noted an ongoing conversation to combine oncology and haematology TYA units at STH</p>	
<p>ODN Governance Documents</p>	<p style="text-align: center;">a. ToR Re-draft for approval</p> <p>FJS has amended ToR to reflect the ODN structure more accurately.</p> <p>DS happy with the change and highlighted the importance that this has in order to maintain engagement in ODN Meetings. The Board agreed the new ToR is accurate and will be used going forward.</p> <p style="text-align: center;">b. MOU sign off and Attendance Tracker</p> <p>FJS updated on the MOU- attendance tracker which has been created to keep record of the meeting attendances.</p> <p style="text-align: center;">c. Service specification benchmarking update</p> <p>FJS noted some of the issues that have arisen from similar projects nationally.</p>	<p>Sign off process will now continue with amended ToR</p> <p>FJS/EMB to organise meeting</p>

	FJS suggested a review of Y&H ODN benchmarking to make sure we understand and have set clear standards that will apply equitably across the Network.	with Paed and TYA teams.
Work Plan 2022	<p>a. Review work plan tracker and progress report</p> <p>FJS- current work plan attached. Work stream for TYA and Paeds on separate sheets as well as progress report.</p> <p>b. Spending review and agreements.</p> <p>i. Budget report review</p> <p>ODN Budget report reviewed by the Board. Some underspend for the year but this this will reduce for 23/24 now key appointments have been made.</p> <p>ii. Website development</p> <p>The Board agreed that the website should be developed but required some information regarding maintenance. Budget requirements agreed by the board. Board agreed that pathway documents could be openly published on the website.</p> <p>iii. ODN Away day</p> <p>ODN Away Day 2022 was well received, and planning has commenced for the next event. It was agreed that the next even should take place in Sheffield on 20<sup>th</sup> September 2023.</p> <p>At the time there was no quote available, but the board agree that there should be ODN funds provided for the event.</p>	<p>FJS to draft progress report in more detail.</p> <p>FJS to get confirmation re domain name</p> <p>Quote and venue provisionally confirmed</p>
Risks	FJS noted the requirement for the ODN to have a Risk Register as part of the ToR. It was agreed that operational risks should sit with the Trust in question. The Board	

	<p>agreed only risks pertaining to the running of the ODN and its Governance should constitute as ODN risks.</p> <p>KP noted that there would be a limited number of risks for the ODN.</p>	
NHSE Update- Kevin Peters	<p>KP noted that the roadmap for services moving to greater ICB oversight was still in consultation. DS noted that there had been a clear steer from the CRG that CTYA cancer services should remain under Spec Comm.</p>	<p>KP to update on ICB roadmap.</p>
AOB	<p>a. Year of Birth project</p> <p>DS described the Year of Birth research initiative- slides attached.</p> <p>FJS will be leaving the role as Operational Delivery Network Manager. Advert to close 16/12/22. The group thanked FJS for her work.</p> <p>JW noted that paediatric lead nurses have been asked to provide operational support to help mitigate the current staffing pressures.</p> <p>DH noted that the situation is same for TYA and this will be ongoing until at least March 2023, at that time there will be more capacity from new starters and staff returning from sick/maternity.</p>	<p>FJS to send job out for advertisement (actioned)</p> <p>JW and DS to update status at next ODN Board.</p>
Dates of next meetings	<p>June 2023 to be confirmed</p>	<p>EMB to arrange next meeting.</p>