

---

**USER INVOLVEMENT STEERING GROUP MEETING - MINUTES**

---

**Thursday 10th May 2018, 10:00am – 12:00pm**  
Northern Lawn Tennis Club, Palatine Road, Didsbury M20 3YA

---

**Facilitator:** Sarah Haworth (SH) Macmillan User Involvement Programme Lead

**Attendees:**

Mel Atack (MA)	Macmillan User Involvement Manager
Tony Bishop (TB)	Service User Representative
Wendy Chapman (WC)	Macmillan User Involvement Support Officer
Alison Doyle (AD)	Service User Representative
Brian Hixson (BH)	Service User Representative
David Makin (DM)	Service User Representative
Ann Matthews (AM)	Service User Representative
Mike Molete (MM)	Service User Representative
John Shuttleworth (JS)	Service User Representative
Mike Thorpe (MT)	Service User Representative
Gary Whittaker (GW)	Service User Representative

**Apologies:**

Ian Clayton	Service User Representative
Ann Audin	Service User Representative
Nabila Farooq	Service User Representative
Leila Hamrang (LH)	Service User Representative
Coleen Quinn	Service User Representative
Natasha Smith (NS)	Macmillan User Involvement Manager

**Welcome**

1. SH introduced the meeting and thanked all for attending.

2. **Minutes**

The minutes of the last meeting were approved as an accurate.

3. **Pathway Boards/Vanguard Innovation update**

GW updated on the Sarcoma Pathway Board (PB) and success of the first Sarcoma and Fibromatosis Health & Wellbeing (H&WB) Event organised by the Sarcoma CNSs. There is a new Pathway Director, Amit Kumar, the Board has developed clear actions and there is now momentum and encouraging progress.

TB also reported on an H&WB event he attended in Wigan which was very well attended; discussion followed around the variation in how the H&WB events are organised and how patients/carers are being engaged. The UISG felt this was an area that needs to be explored further as there is potential for significant variation.

**Action:** To be discussed in the User Involvement Workstreams –Communication and Equality & Diversity to identify how this can be monitored and influenced by UI.

JS informed the group that the Tobacco Control subgroup meeting was cancelled by the leads due to number of apologies. JS expressed concern about this group losing momentum, will report back to UISG over coming months.

MT gave an update on work of Urology Pathway Board (PB) the Pathway Director has requested User Involvement on the Implementation Group for the re-organisation of surgery across GM. A small community for prostate has been established, this will provide wider representation and be linked to the PB. The Urology PB has a large programme of work, MUIT will request that GMC PB minutes are uploaded to the website so people are able to access further detail if desired.

AD updated on Cancer Education Board. The need for psychological support across all tumour types and need for staff training is continually being raised. Workforce issues are challenging with a growing shortage of CNSs. Gateway C – GPs are accessing modules as the need arises in their surgery but there are 29 GPs still not signed. There are plans for 16 more new films to be made and it has been bought in by other geographical areas- London and Wessex. SH updated that two SURs are to sit on the Gateway-C Steering Group who will feed into this work. AD highlighted that Pathway Boards have a remit to provide staff education events and there is a variation in the standards of these, this may be something that can be explored with the PB Representatives.

**Action:** SH to update UISG on UI at the November 2018 GM Cancer Conference

**Action:** SUR involvement at Pathway Boards around the agenda item on education to be added to work plan.

#### 4. GM Cancer Board update

SH updated on GM Cancer Board. Key issue relating to UI Programme priorities included a paper and presentation by Pdraig McDonnell (Pod), Director of the Psychology PB. Pod highlighted to Cancer Board how users have been instrumental in driving the work of the PB. The Board have requested further detail within the paper to include how this links to the Mental Health Programme across GM. SH and the Users involved in the PB will be supporting this work to take back a revised paper to Cancer Board in September as this is a key priority for users.

There was a commissioning presentation and a positive UI meeting had taken place with Rob Bellingham and Adrian Hackney pre the Board to discuss the new commissioning arrangements in GM and explore how UI can influence. This was reported positively at Board, IC requested that UI within commissioning stays on the Board action log until there are firm plans in place for how this will be implemented.

SH and IC presented the UI draft Aims and objectives to Cancer Board, overall very positive feedback. Richard Preece (RP) and Dave Shackley (DS) had emailed more detail feedback which was shared with the UISG.

Next GM Cancer Board meeting: 13<sup>th</sup> July 2018

#### 5. Aims & Objectives

The Task & Finish group had met and completed the Aims & Objectives Plan, this was presented to the UISG. The group reviewed comments from RP and DS, the UISG still felt the GM model should be maintained rather than pursue a locality model at this time. The UISG were happy this was a robust plan and approved the document.

## **6. Reporting Structure, Priorities and time frames**

The approach to the detailed work plan which will drive the work to deliver the objectives was shared, this now needs populating with the detail. The same format will be used for the workstreams so all the Programme Plans are consistent and are contained within the one document. TB suggested some programme management software which might be helpful for this purpose.

**Action:** Working Group to meet to develop the detailed action plan

**Action:** TB to meet with SH to look at software for project management

## **7. UISG and Programme Board function**

SH presented a revised draft reporting structure which had been discussed within the working group. The group felt this was positive and brought some clear lines of reporting back to the programme and should increase connectivity between Cancer Board, UI Programme Board and UISG. Members approved the proposed new reporting structure.

General discussion took place about the roles of the groups and broadly what the terms of reference (ToR) should look like. UISG agreed for the working group to draft up ToR for discussion at next Steering Group.

**Action:** Working group to review and draft new ToR for UI Programme Board and UISG

## **8. AOB**

No items raised.

**Date for next meeting:** Thursday, 7<sup>th</sup> June 2pm-4pm

SRFT Mayo Building SR2