



Anglia Cancer Network

Anglia Cancer Network Liver Metastases Project Steering Group

Terms of Reference

Issue 2

Date : September 2012

Author : Sarah Steele

Document Ref : AngCN-PO5

Introduction

The Anglia Cancer Network Liver Metastases Project Steering Group has been set up to coordinate and oversee activities across the Network aimed at implementing an IOG-compliant liver metastases service.

An IOG-compliant service for liver metastases is defined as one where all suspected or confirmed liver metastases patients are reviewed at a Specialist Multi-Disciplinary Team (SMDT) and where all liver resection and subsequent post-operative care for such patients takes place at a Centre whose catchment area comprises a minimum of 2M people.

The Anglia Cancer Network currently has 3 surgical centres, and also refers patients outside of the network. The IOG-compliant service dictates that, for the catchment population of the Anglia Cancer Network, there can only be one surgical Centre.

The main purpose of the project steering group is to ensure that transparent decision-making takes place, particularly with reference to the selection of the single surgical Centre.

The project is split into two phases : Phase 1 involves inviting expressions of interest from Trusts who wish to host the service, based on a network service specification of the required service. These expressions of interest will be evaluated by an external review panel. The ensuing network recommendation will be put to the East of England Specialist Commissioning Group Board (EOESCG) for their decision. Phase 2 of the project will cover the implementation of the selected proposal.

Group Membership

The membership comprises of :

Member Name	Role	Organisation
Rory Harvey	Medical Director and Steering Group Chair	Anglia Cancer Network
Paul Cullen	AngCN Colorectal Site-Specific Group Chair	Queen Elizabeth Hospital, Kings Lynn
Pam Evans	Specialist Commissioner	East of England Specialist Commissioning Group
Alan Stephens	Service User	n/a
Tina Starling	Communications Manager	East of England Specialist Commissioning Group
Mary Emurla	Programme Manager	Anglia Cancer Network
Sarah Steele	Project Manager	Anglia Cancer Network
Gemma Emsden	Project Administrator	Anglia Cancer Network

Responsibilities of the Group

Planning and Coordination

The project steering group will support and oversee the development of an IOG compliant liver metastases service by

- Coordinating and overseeing the production of a network service specification, the process for inviting expressions of interest to host the service, and their evaluation by an external panel, ensuring that stakeholders are fully briefed and are able to engage with the process;
- Liaising with the Health Overview and Scrutiny Committee (HOSC) should a public consultation be required, and overseeing the management of that process;
- Ensuring communication of the outcome of the EOESCG decision and providing effective, timely and regular communications to all those involved in the pending service change;
- Coordinating and overseeing the implementation of the selected proposal.

Monitoring and Review

The project steering group will monitor and oversee the development of an IOG compliant liver metastases service by

- Maintaining an overview of progress against milestones on an ongoing basis to ensure that the aims of the project are being met;
- Providing feedback to the Anglia Cancer Network Board and the EOESCG Board upon completion of each phase, and by exception if there is significant risk to achieving outcomes and/or timescales

Communication

Throughout the project, the steering group will

- Ensure there is effective communication between the members of the steering group;
- Ensure effective and transparent communication throughout the Phase 1 process for inviting expressions of interest and their evaluation;
- Evaluate the communication requirements of all stakeholders;
- Promote a good communication process throughout the project lifetime with all stakeholders

Governance and Accountability

The project steering group will

- Ensure the appointments to the external review panel are as balanced and impartial as possible;
- Ensure that there are clear criteria available for the external review panel to use when assessing the expressions of interest to host the service;
- Ensure that project risks are being reviewed and appropriately managed;

Anglia Cancer Network

- Ensure the management and representation arrangements agreed in the project plan are in place throughout the project;
- Be accountable to the Anglia Cancer Network Board and the EOESCG Board for the successful implementation of this IOG-compliant service.

Frequency and Quoracy of Meetings

The project steering group will meet on a monthly basis, either face to face or by teleconference, with the Anglia Cancer Network as the host. Meetings will be minuted; teleconferences will have a record of decisions and actions.

The group will be considered quorate if a minimum of 2 members of the Anglia Cancer Network and 2 of the nominated members from other organisations (including the service user) are present.

Should any organisation (including the service user) not be present for two meetings in a row, then steps should be taken to ensure that arrangements are amended to ensure that they can attend, or an alternative representative should be nominated.

Should a meeting be non-quorate, no decisions will be made or be held to be binding until endorsed by the next quorate meeting.

Document Management

Document ratification and history			
Approved by:	Rory Harvey, Network Medical Director		
Date approved:	24 Sept 2012	Date placed on electronic library:	Sept 2012
Review period:	1 year		
Authors:	Sarah Steele	Document Owner:	Anglia Cancer Network, Tel: 01638 608221; www.angliacancernetwork.nhs.uk
Version number as approved and published:	2	Unique identifier no.:	AngCN-PO5