

Eastern Sector Cancer (Non-Surgical) Transformation (ESCT) Project Group

Terms of Reference

1. Introduction

- 1.1 The Eastern Sector Cancer (Non-Surgical) Transformation Project Group will oversee the transformation of cancer services in the Eastern Sector (Halton, Knowsley, St Helens and Warrington). These terms of reference set out the membership, role, responsibilities and reporting arrangements of the Project Group operating on behalf of the 4 local CCGs.

2. Membership

- a) Chair & SRO – Dianne Johnson (Chief Executive, Knowsley CCG)
- b) Project Manager – Mark Lammas (Knowsley CCG)
- c) CCG Clinical Lead – Dr Susan Burke (Warrington CCG)
- d) Clatterbridge Cancer Centre (CCC) Clinical Lead – Dr Ernie Marshall
- e) Clatterbridge Cancer Centre (CCC) Project Lead – Jennie Crook-Vass
- f) Clatterbridge Cancer Centre (CCC) Communications Lead – Alexa Traynor
- g) CCG Communications Lead – Paul Steele (St Helens CCG) / Maria Austin (Halton CCG & Warrington CCG)
- h) CCG Finance, Activity & Estates Lead – Iain Stoddart (St Helens CCG)
- i) CCG Commissioning Lead – Carl Marsh (Warrington CCG) / Tony Woods (Knowsley CCG)
- j) NHS England Specialised Commissioning Lead – Andrew Bibby
- k) Healthwatch Lead – Paul Mavers (Healthwatch Knowsley). *All 4 local Healthwatch Leads agreed on the representative. All 4 local Healthwatch Leads will be invited to ESCT Project Group meetings as required.*
- l) External Communications Lead – Louise Bradley (Participate)

- 2.1 A Vice-Chair will be chosen from these members.

2.2 In Attendance

- 2.2.1 Relevant clinicians and officers of the 4 local CCGs and independent advisors will be co-opted to attend the Project Group in line with specific agenda items to be discussed.
- 2.2.2 It is the responsibility of each CCG to ensure that where a Project Group member is unable to attend an ESCT Project Group meeting a deputy is present from that respective CCG.

3. Role and Responsibilities

- 3.1 As part of the programme to transform cancer services across Cheshire & Merseyside, The Clatterbridge Centre Cancer NHS Foundation Trust has set out a proposal to establish a cancer Sector Hub and Local Hub in the Eastern Sector (Halton, Knowsley, St Helens and Warrington). This proposed model will see the Eastern Sector area benefit from an improved service with quicker access times, improved outcomes and an enhanced patient experience.

- 3.2 The Eastern Sector Cancer (Non-Surgical) Transformation Project Group will oversee the transformation of cancer services in the Eastern Sector (Halton, Knowsley, St Helens and Warrington). The proposed Sector Hub model will provide a first outpatient appointment MDT to newly diagnosed cancer patients within the Eastern Sector. The Project Group will oversee the process to determine whether the proposed models' location(s) of care is suitable for the Eastern Sector or whether there are other alternative options to consider.
- 3.3 The Eastern Sector Cancer (Non-Surgical) Transformation Project Group will therefore:
- a) Undertake a full Options Appraisal considering all options for the Eastern Sector;
 - b) Approve the project plan ensuring it meets legal responsibilities in relation to sections 13Q and 14Z2 of the Health & Social Care Act 2012 (public involvement and consultation);
 - c) Maintain an overview of the project and overall responsibility for ensuring delivery of the project plan;
 - d) Monitor delivery of the plan and report significant developments to key stakeholders;
 - e) Provide overall guidance and direction to the project, ensuring it remains viable and within specified constraints;
 - f) Communicate with stakeholders as defined in the Communication and Engagement Plan;
 - g) Identify key risks and issues, providing resolution and collectively agreeing a way forward, ensuring that the right resource and expertise is allocated to mitigate risks and barriers to delivery;
 - h) Identify relevant funding streams to help the development and delivery of the project and overall monitoring of financial performance against plan;
 - i) Ensure the views of all commissioners are reflected and considered at all stages.

4. Accountability and Reporting

- 4.1 The Eastern Sector Cancer (Non-Surgical) Transformation Project Group will be accountable to the Mid-Mersey Joint Committee of CCGs who are the decision making body for this programme of work.
- 4.2 The ratified Action Notes of the Eastern Sector Cancer (Non-Surgical) Transformation Project Group will be received by the Mid-Mersey Joint Committee.
- 4.3 The Eastern Sector Cancer (Non-Surgical) Transformation Project Group may establish short term task and finish groups as required to complete defined pieces of work.
- 4.4 The Eastern Sector Cancer (Non-Surgical) Transformation Project Group will feedback progress on this programme of work to the Acute Sustainability Board and the Cheshire & Merseyside Cancer Alliance Programme Board.

5. Administration

- 5.1 The Eastern Sector Cancer (Non-Surgical) Transformation Project Group will be supported by the Project Manager who will take lead managerial responsibility for forward planning and programme management, ensuring that the Project Group is aware of best practice, national guidance, other relevant documents, and has access to independent advice as appropriate.
- 5.2 Appropriate administrative support will be provided to support the Chair in the preparation and circulation of the agenda, conduct of the Project Group's business, and in taking minutes and producing reports on the work of the Project Group as required.

6. Quorum

- 6.1 The Eastern Sector Cancer (Non-Surgical) Transformation Project Group will be regarded as quorate if the following are present:
- a) The Chair or Vice Chair;
 - b) A representative from CCC;
 - c) 4 commissioners represented (from the 4 local CCGs and NHS England Specialised Commissioning);
 - d) At least 1 clinical representative.
- 6.2 If any member of the Project Group is not available to attend any Project Group meetings a suitable deputy should be allocated to attend and feedback accordingly to ensure quoracy.

7. Voting

- 7.1 The Eastern Sector Cancer (Non-Surgical) Transformation Project Group is not a decision making group. Information and updates will be provided to the Mid-Mersey Joint Committee of CCGs for decisions and / or voting.
- 7.2 Decisions relevant to the work of the Eastern Sector Cancer (Non-Surgical) Transformation Project Group will be made by the SRO, as the overall lead for the Project Group.

8. Frequency and Notice of Meetings

- 8.1 The Eastern Sector Cancer (Non-Surgical) Transformation Project Group will meet until the transformation of cancer services is established / agreed and the project objectives are met. The Project Group will initially meet as required to complete specific tasks (eg, workshops). The frequency of meetings will be reviewed following NHS England Stage 1 & Stage 2 Assurance being granted prior to the commencement of the formal consultation period.
- 8.2 Members will be notified at least 10 days in advance that a meeting is due to take place. Exceptionally, the Chair may call an urgent meeting with notice of 2 working days.
- 8.3 Agendas and reports will be distributed to members 5 working days in advance of the meeting date, except in the case of urgent meetings where supporting papers will be provided when it is called.
- 8.4 Regular communication will be maintained with The Eastern Sector Cancer (Non-Surgical) Transformation Project Group to update on progress.

9. Conduct

- 9.1 All members are required to make open and honest declarations of interest at the commencement of each meeting or to notify the Project Group Chair of any actual, potential or perceived conflict in advance of the meeting.
- 9.2 All members are required to uphold the Nolan Principles and all other relevant NHS Code of Conduct requirements.
- 9.3 The Eastern Sector Cancer (Non-Surgical) Transformation Project Team will:

- a) Comply with the CCG's principles of good governance;
- b) Operate in accordance with the CCG's Scheme of Reservation and Delegation;
- c) Comply with the CCG's Standing Orders;
- d) Operate in accordance with these Terms of Reference;
- e) Comply with all relevant statutory and regulatory requirements.

10. Date and Review

10.1 These Terms of Reference were approved by the Eastern Sector Cancer (Non-Surgical) Transformation Project Group on **14th January 2019**.

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Review dates January 2020