

Terms of Reference

The Surrey and Sussex Cancer Alliance (SSCA) Board brings together system leaders, charitable organisations and people affected by cancer to reflect the cancer system in its entirety.

Purpose:

The principle purpose of the Surrey and Sussex Cancer Alliance Board is to provide cross organisational leadership to ensure that all patients with cancer in both Surrey and Sussex receive equitable access to safe and effective care.

Our vision is to develop and deliver world-class outcomes in cancer care and treatment for the populations of Surrey and Sussex.

In collaboration with system partners and through the process of co-production we seek to:

- To reduce variation and inequalities in the delivery of cancer services across Surrey and Sussex
- To improve accessibility of cancer services across Surrey and Sussex
- To improve survivorship and outcomes for patients diagnosed with a cancer
- For patients to have a personalised plan for their cancer treatment and recovery that reflects their wishes
- share best practice, innovation, and learning.

Roles and duties of the Board:

The Surrey and Sussex Cancer Alliance Board represents all cancer partners across the Alliance geography and provides integrated whole-system leadership. The board is founded on the core principle of co-design between providers, commissioners, clinicians and service users.

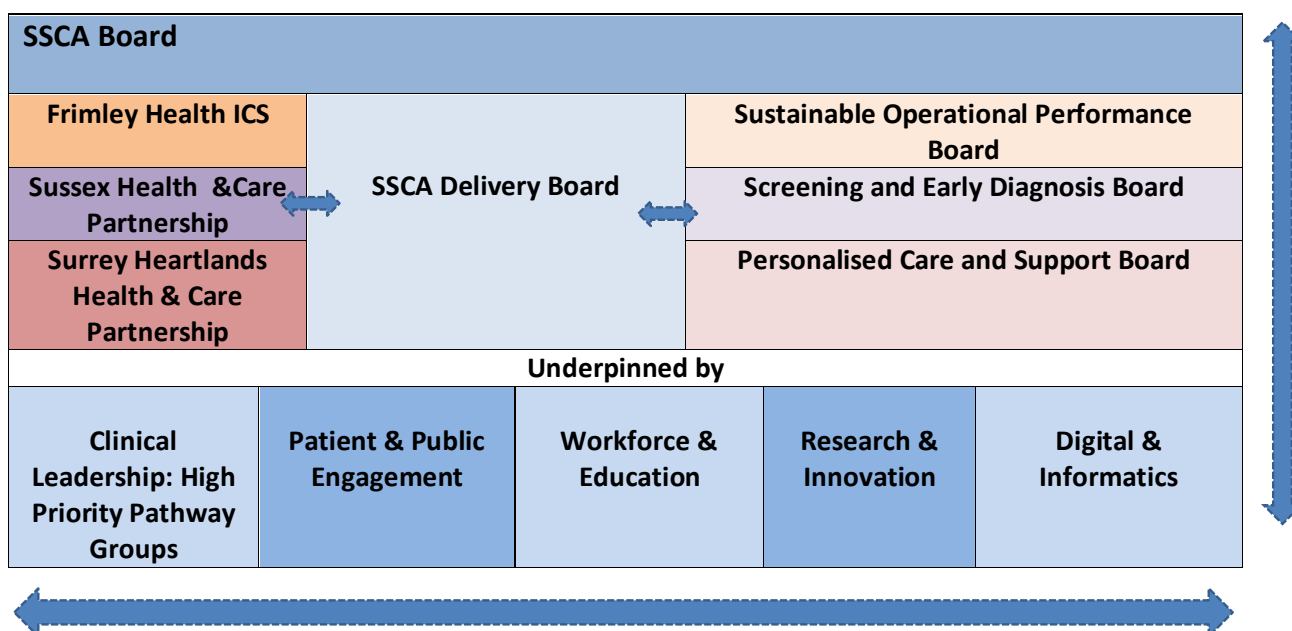
The board has a number of roles:

Strategic	Operational
Provide oversight of whole cancer population Facilitate system level transformation to improve outcomes Sponsor proof of concept and innovation projects on behalf of the system Facilitate system wide intelligence on Cancer to inform STP/ICS decision-making Assess impact for service provision of national guidance and standards for Cancer services provision	Work with partners to agree the system strategy for cancer Oversee local planning and implementation of the National Cancer Plan objectives Provide guidance and advice on population-wide performance within Surrey and Sussex Co-ordinate Cancer Transformation Fund allocations and hold ICS/STP systems to account for agreed delivery of plans against the funding. Broker flexibility and resources across the Alliance system to support SSCA-wide

Surrey and Sussex Cancer Alliance Board

<p>Impact assessments for proposed cancer pathway changes</p> <p>Work in partnership with ICS/STP to achieve ambitions detailed in the Long Term Plan</p> <p>Facilitate clinical groups, to develop pathways, protocols, patient guidelines, in line with national guidance</p> <p>Facilitate learning opportunities and sharing of good practice</p>	<p>operational delivery of National Cancer Planning guidance</p> <p>Co-ordinate and encourage clinical collaboration to deliver quality cancer services</p> <p>Ensure robust system-wide governance and foster collective accountability</p> <p>Ensure transparent and open communications</p>
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The Board will fulfil its roles through its regular meetings and through its delivery arms as shown in Fig 1.



Alliance Chair:

Chair of the Board - Mrs Louise Stead, Alliance Chair & CEO Royal Surrey County Hospital NHS Foundation Trust.

Medical Director:

Medical Director - Dr Fiona McKinna MRCP FRCR, Consultant Clinical Oncologist, Sussex Cancer Centre

Membership:

See Appendix A

Anyone delegated to act as deputy to a Board member must be notified to the Alliance Chair in advance via rsch.sscaadmin@nhs.net

Members are to ensure that any deputy must have authority to act.

All members of the group and those asked to comment on work produced by the group will be asked to declare any conflicts of interest. Any action to be taken on the basis of these declarations will be at the discretion of the chair.

Organisation of the Board:

- **Meetings**

Meetings will be held four times per year. Locations will rotate across the 3 ICS/STP's to facilitate attendance.

- **Quorate arrangements**

The Chair or Medical Director must be present

ICS/STP SRO or nominated deputy must be present

A third sector partner must be present

- The Alliance will not replace CCG/NHS England statutory responsibilities
- Records will be kept of the proceedings, decisions and advice of the group including minutes of the meeting and when required, a more detailed decision summary document.
- Preparation of agendas and papers for the Board will be undertaken by the Alliance PMO team
- Agenda and papers will be circulated 5 working days before the meeting.
- Minutes and details of actions will be circulated 5 working days after the meeting.

- **Authority of the Board**

The Alliance Board will have delegated authority from its members to financially approve reject items presented for consideration. Decisions on affordability will be made by commissioning representatives on the day of the meeting.

- **Communication**

Board minutes will be circulated to the following groups:

- Board Members
- CEO's & COOS for provider organisations within the Alliance geography
- SSCA Clinical Leadership team

Minutes will be published on the Alliance website.

The terms of reference will be reviewed annually.

Version	Date of revision	Date of approval	Date of next review
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Version 0.1		04.07.19	04.07.20

Appendix A

	Name	Role
Surrey and Sussex Cancer Alliance	Louise Stead	CHAIR
	Dr Fiona McKinna	MEDICAL DIRECTOR
	Keri Torney	MANAGING DIRECTOR
	Stephanie Bell	PROGRAMME MANAGER
	Louisa Daly	PROGRAMME MANAGER
	<i>Vacancy</i>	PROGRAMME MANAGER
ICS/STP	Lola Banjoko	SUSSEX HEALTH & CARE PARTNERSHIP SRO
	<i>Clinical Lead - TBC</i>	CANCER CLINICAL LEAD
	Elizabeth Howells	FRIMLEY HEALTH ICS SRO
	Mr Ian Laidlaw	CANCER CLINICAL LEAD
	Giles Mahoney	SURREY HEARTLANDS HEALTH & CARE PARTNERSHIP SRO
	Dr Chrissie Clayton	CANCER CLINICAL LEAD
Cancer Centres		BRIGHTON AND SUSSEX UNIVERSITY HOSPITAL
		ROYAL SURREY COUNTY HOSPITAL
Commissioning	Vaughn Lewis	SPECIALIST COMMISSIONING
	Geraldine Hoban	SUSSEX STP COMMISSIONING
	<i>TBC</i>	FH ICS COMMISSIONING
	Sumona Chaterjee	SH STP COMMISSIONING
NHS England/Improvement	Ruth Wilcockson	CANCER PROGRAMME MANAGER
	Amanda Lyons	DEPUTY REGIONAL DIRECTOR NHS IMPROVEMENT

Public Health	Helen Atkinson	EXECUTIVE DIRECT PH SURREY COUNTY COUNCIL
Health Education England	Rosie Courtney	KSS WORKFORCE TRANSFORMATION LEAD
Charity Sector	Lucy Ann Bett	MACMILLAN REGIONAL MANAGER (Surrey &Frimley)
	Richard Longrigg	MACMILLAN REGIONAL MANAGER (Sussex)
	Julia Hugason-Briem	CRUK REGIONAL MANAGER
Patient/Public	<i>Rotational</i>	PATIENT REPRESENTATIVE