

Terms of Reference

Cancer Alliance Leadership Forum

NHS England and NHS Improvement



Terms of Reference

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Prepared by: Kris Foerster

This information can be made available in alternative formats, such as easy read or large print, and may be available in alternative languages, upon request. Please contact Kris Foerster on kristen.foerster@nhs.net.

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1 Introduction and Background

This document sets out the Terms of Reference for the NHS Cancer Programme Cancer Alliance Leadership Forum.

The NHS Long Term Plan sets out two key ambitions for cancer by 2028:

- an extra 55,000 people each year will survive for five years or more following their cancer diagnosis; and
- three in four cancers (75%) will be diagnosed at an early stage.

The Cancer Alliance Leadership Forum will help shape the upcoming NHS Cancer Programme priorities to support delivery of the cancer ambitions in the NHS Long Term Plan (LTP).

This document will next be reviewed in March 2021.

2 Role of the Forum

The role of the Forum is to:

- Advise on the strategy for delivery of the cancer ambitions and objectives in the NHS Long Term Plan.
- Feed into strategic discussion on Cancer Alliance priorities, focusing on system leadership, development and delivery.
- Share and feedback ideas, successes and challenges from local implementation to support collaborative working and delivery.
- Maintain strong relationships between Cancer Alliance leadership teams.

3 Responsibilities

All Forum members (see section 6) are to attend personally. Deputies must be agreed in advance with the Forum Chair(s) and / or the national Cancer Programme team.

The Chair(s) may ask other officials to attend to assist with its discussions.

The Chair(s) are responsible for shaping and directing the meetings, working with the National Cancer Director and National Clinical Director, as well as other Cancer Alliances. The Forum Chair(s) will be responsible for:

- representing all Alliance Chairs in discussions about the content of the meetings;
- contributing to developing and agreeing the agendas for the meetings;
- chairing the meetings on the day.

The national team are responsible for:

- supporting the Chair(s) to develop the agenda
- managing the logistics and production of the meetings.

4 Confidentiality and information sharing

All materials and information shared within the Forum are assumed to be shareable, unless stated as confidential.

Members of the Cancer Alliance Leadership Forum are bound to a legal duty of confidence to protect personal information they may come into contact with during the course of their Forum work, reflecting the common law duty of confidence, the Data Protection Act 1988 and the NHS Care Record Guarantee. Patient sensitive information must remain anonymous and not be included in written material to the Cancer Alliance Leadership Forum or other parties.

5 Declarations of Interest

A conflict of interest is a set of circumstances by which a reasonable person would consider that an individual's ability to apply judgement or act, in the context of delivering, commissioning, or assuring tax payer funded health and care services is, or could be, impaired or influenced by another interest they hold.

We do not envisage any conflicts of interest but, where these arise, members should declare these to the Chair(s), secretariat, and at the start of any agenda item or discussion for which that conflict arises.

6 Membership

The membership for the Cancer Alliance Leadership Forum consists of Cancer Alliance Chairs, Cancer Alliance Clinical Chairs, and Cancer Alliance Managing Directors from each Cancer Alliance. A current list can be found on the Cancer Alliance Workspace [here](#).

Other Forum members are outlined below.

Name	Title	Organisation
Andy Welch (Chair)	Medical Director	Newcastle Upon Tyne Hospitals NHS Foundation Trust
Paula Head (Chair)	Chief Executive	University Hospital Southampton NHS Foundation Trust
Cally Palmer	National Cancer Director	NHS England and NHS Improvement
Peter Johnson	National Clinical Director for Cancer	NHS England and NHS Improvement
David Fitzgerald	Programme Director, NHS Cancer Programme	NHS England and NHS Improvement

7 Term

The members will represent the Forum for as long as they maintain post as Cancer Alliance Chair, Cancer Alliance Clinical Chair, or Cancer Alliance Managing Director.

The Forum Chair(s) is expected to serve a minimum of one-year term with the option to extend to a two-year term, as agreed by the Chair(s) and National Directors. The Forum Chair(s) cannot serve an additional term within two years, unless agreed with the National Cancer Director. Once the term has been completed, new Forum Chair(s) will be appointed.

8 Frequency of meetings

The Forum will meet bi-annually. The Chair(s) may convene additional meetings as necessary.

9 Quorum

The Cancer Alliance Leadership Forum is not a decision-making body and no specific quorum is required for its meetings.

10 Secretariat

The secretariat will be provided by the national team of the NHS Cancer Programme, from NHS England and NHS Improvement.

The secretariat can be contacted on england.cancerpolicy@nhs.net

11 Governance and accountability

The NHS Cancer Programme is responsible for delivering on the Long Term Plan for cancer. In order to deliver the Long Term Plan, it is important we bring together the right people and partners to oversee, advise and implement key parts of the programme.

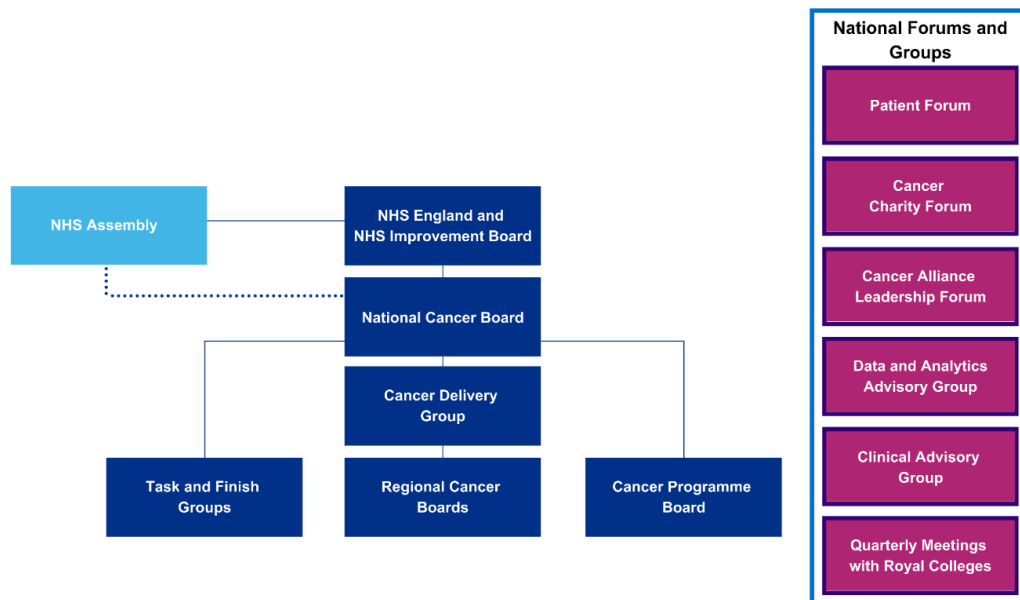
Our governance structure enables this. It is designed to:

- increase the transparency of our work by making sure the cancer community is kept up to date on delivery and has the opportunity to hold us to account;
- increase involvement by getting a wide range of views on the overall delivery plan; and,

- build on the positive engagement from across the cancer community in developing the LTP, by increasing the involvement of colleagues from across the sector in the implementation of specific projects.

The Chair(s) of the Cancer Alliance Leadership Forum will represent the Forum at other governance meetings, as required, to support collaboration across the groups.

The figure below shows how the Cancer Alliance Leadership Forum sits alongside other NHS Cancer Programme Forums and Groups.



More information can be found [here](#).

12 Standing items

There are no standing agenda items for these meetings. The agenda for each Forum meeting will be co-developed by the Chair(s) and the national team.

13 Reporting and communications

Reporting and communication of the activity of the Forum will be achieved as follows:

- Cancer Alliance Leadership Forum meeting notes including a summary and decisions and actions from each meeting will be prepared and circulated to members. Once agreed the notes can be shared with other parties as directed by the Chair(s).
- The Cancer Alliance Leadership Forum will keep the Senior Leadership Team of the NHS Cancer Programme apprised of its work and decisions / outcomes from the Forum meeting.