

Terms of Reference

Task and Finish Group: Cancer Workforce Actions



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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 Nina Davidsen on nina.davidsen@nhs.net

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1. Introduction and Background

In order to meet growing demand and the changing needs of people with cancer, and utilise new and advanced treatments, we need to not only grow the cancer workforce but also change how it works – allowing it to work differently and more flexibly, make the best use of technology and increase the skill mix.

A Task and Finish Group will be established from August 2019 to identify, prioritise and spread actions to address workforce challenges; advise on the cancer workforce required to deliver the NHS Long-Term Plan (LTP); and inform the development of the NHS People Plan.

2. Role of the Task and Finish Group

The Task and Finish Group will bring together a breadth of experience, expertise and perspective from across the cancer health and care system to:

- Identify and prioritise local and national actions to increase workforce capacity and resilience, including the spread of different ways of working to reduce pressures and meet changing demand.
- Provide expert insight as the People Plan develops, including reviewing emerging actions, advising of any gaps and how the Plan will help to meet cancer workforce priorities.
- Contribute to modelling and analysis of the workforce required to deliver cancer services now and in the future, focusing on the greatest pressures and changes required.

The Group will build on the progress to date through delivery of the Cancer Taskforce recommendations, the Cancer Workforce Plan and ongoing engagement to inform the NHS People Plan.

The Task and Finish Group will include expertise from relevant clinical and operational leads, as well as policy views.

3. Responsibilities of members

Members from Arm's Length Bodies (NHS England and NHS Improvement, Public Health England and Health Education England) are responsible to the Task and Finish Group for delivery of cancer programme projects owned and led by their teams. Members not directly responsible for projects provide advice and support to the programme and ensure engagement and alignment with the work of their own organisations.

All Group members are to attend personally. Deputies must be agreed in advance with the Chair.

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

4. Confidentiality and information sharing

All materials and information shared with the Group are assumed to be confidential, unless otherwise stated. However, members are able to discuss broad, non-attributable meeting outcomes, once minutes have been shared.

Members will not disclose information or written material (such as agendas, minutes, discussion papers or other documents) to other parties, unless otherwise directed by the Chair.

Members of the Task and Finish Group are bound to a legal duty of confidence to protect personal information they may come into contact with during the course of their work with the Group, 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 Task and Finish Group or other parties.

Minutes detailing decisions and actions from each meeting are circulated to Group members.

5. Declaration 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.

All Task and Finish Group members should ensure that they are not placed in a position that risks, or appears to risk, compromising their role or the NHS public and statutory duties or reputation. Members must also not accept gifts or hospitality by virtue of their role in the Group.

Members are required to declare conflicts of interest and the receipt of gifts, hospitality and/or sponsorship, in line with the national guidance to the NHS. Conflicts of interest should be declared in writing to the secretariat and specific conflicts should be raised at the start of any agenda item or discussion for which that conflict arises. A conflict of interest and a hospitality register will be maintained by the secretariat.

6. Membership

Proposed membership outlined below:

Name	Organisation	Role
David Fitzgerald	Programme Director, NHS Cancer Programme	Joint Chair
Laura Roberts	Director of Skills Development & Participation, Health Education England	Joint Chair
Dr Anthony Cunliffe	Co-Clinical Chair, Cancer Alliance – South East London	Member
Ben Dyson	NHS People Plan	Member
Dr Rory Harvey	Chair, East of England Cancer Alliance	Member
Jane Lyons	CEO, Cancer52	Member
Baroness Delyth Morgan	Chief Executive, Breast Cancer Now	Member

Michelle Mitchell	Chief Executive, Cancer Research UK	Member
John Rennison	Clinical Lead, Peninsula Cancer Alliance	Member
Lynda Thomas	Chief Executive, Macmillan Cancer Support	Member
TBC	TBC, Cheshire and Merseyside Cancer Alliance	Member

The Group may wish to invite other experts to join it where relevant to the discussion of relevant agenda items.

Officials from NHSE/I and HEE will also be invited to present papers and take part in discussions on relevant agenda items as required.

7. Frequency of meetings

The group will meet three times between September-November 2019, to inform the development of the People Plan and the implementation of the LTP through Cancer Alliances.

8. Quorum

The Group will be considered quorate when both of the following criteria are met:

- 50% of full members or their nominated deputies are present;
- There is representation from NHS England, NHS People Plan and HEE.

Meetings that are not quorate may take place but are not authorised to make any decisions impacting the programme.

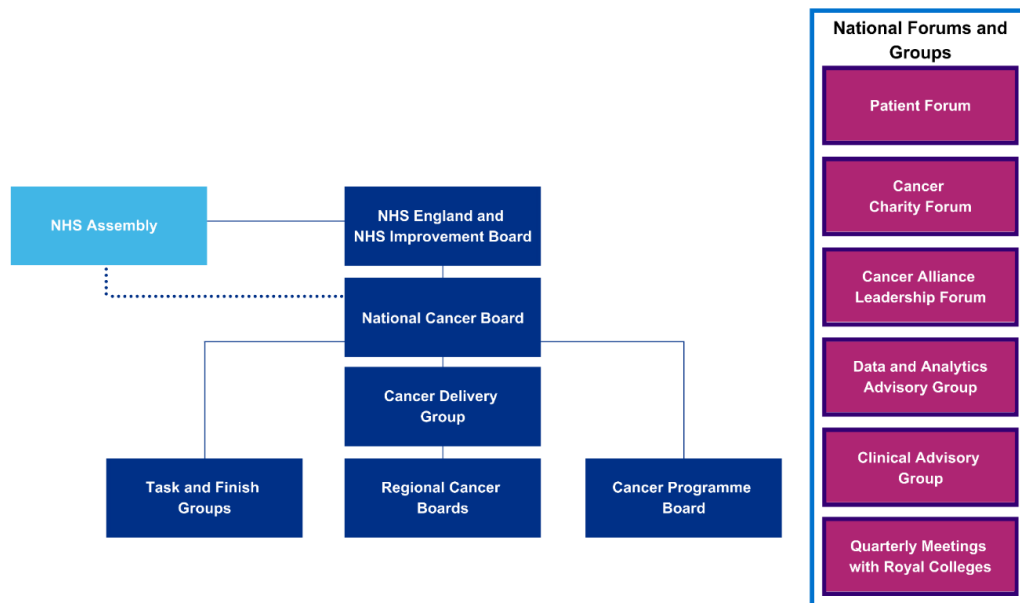
9. Secretariat

Secretariat will be provided by the NHS Cancer Programme team.

Minutes and actions will be written up and agreed with the joint chairs before circulation.

The secretariat can be contacted on: Stefanie.dimov1@nhs.net

10. Governance and accountability



Organisations represented by members of the Task and Finish Group may have separate governance and accountability lines for projects and activities within the cancer programme plan for delivery of the LTP ambitions. The Group does not seek to cut across those, but rather to maintain an overview and provide advice in delivery. It should be clear from the Terms of Reference (TOR) of those other groups/organisations that the Group has this role, and these TORs should be made available to the Group.

11. Standing items

The following table sets out a draft standing agenda for meetings of the Task and Finish Group. Agendas for specific meetings will reflect the level of discussion required on each topic, and additional topics where required.

1	Welcome and apologies	Chair
2	Minutes of previous meeting	Chair
3	Declaration of Interests	Chair
8	AOB	Chair

Draft content for future meetings:

Date	Chair	Proposed content
Meeting One 24 September	David Fitzgerald/ Laura Roberts	<ul style="list-style-type: none">• Introductions and scene setting (demand pressures and existing planned activity)• Agreeing cancer workforce priorities ahead of People Plan development• Identifying potential national and local actions.
Meeting Two 17 October	David Fitzgerald/ Laura Roberts	<ul style="list-style-type: none">• Review and prioritise proposed actions.
Meeting Three 7 November	David Fitzgerald/ Laura Roberts	<ul style="list-style-type: none">• Agree proposed action and next steps.

12. Reporting and communications

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

- Task and Finish Group meeting minutes (decisions & actions) from each meeting will be prepared and circulated to members and once agreed the notes can be shared with other parties as directed by the Chair.
- The Task and Finish Group will keep the Senior Leadership Team of the NHS Cancer Programme apprised of its work and decisions / outcomes from the Group meetings.