



Working regionally to improve cancer services

South East Scotland Cancer Network Regional Cancer Advisory Group

Terms of Reference

2021-2023

Date Published 17.09.2021
Version 0.1
Author Bobby Alikhani
Review Date September 2023

1 Accountable To

Chief Executive Officers from NHS Lothian, NHS Borders, NHS Dumfries & Galloway and NHS Fife through the East Region Programme Board

2 Purpose of the Group

The purpose of the South East Scotland Cancer Network's Regional Cancer Advisory Group is to perform a regional governance role with responsibility to agree and oversee the delivery of the SCAN Workplan and any associated improvement initiatives. It will ensure that an equitable approach is taken to the development and provision of cancer services across the South East of Scotland and that national and local standards are met.

3 Remit of the Group

To carry out the responsibilities of the SCAN Regional Cancer Advisory Group (RCAG) Executive Council as set out in HDL (2001) 711.

- Plan and implement agreed services across the SCAN region and monitor progress against regional priorities and projects
- Monitor regional implementation of national work programmes e.g. Systemic Anti-Cancer Therapy CEL 30 compliance and Chemotherapy Electronic Prescribing and Administration System projects
- Review Quality Performance Indicators (QPI) audit exception reports and associated action plans to address areas of variance and non-compliance between SCAN Health Boards
- To ensure close alignment with the national cancer strategy and policy direction as identified in the Recovery and Redesign: An Action Plan for Cancer Services (December 2020) through membership of the National Cancer Recovery Group and associated subgroups
- Agree and recommend priorities for action for the Regional Cancer Planning Group (RCPG) workplan where regional collaboration, redesign and improvement will accelerate sustainability, performance and financial efficiency
- To ensure collaboration in the development, design and delivery of the Regional Cancer Centre Business Case including communication and engagement across SCAN Health Boards and staff
- To report to the East Region Programme Board on agreed workstreams

4 Scope

The scope of the Regional Cancer Advisory Group is to provide executive oversight / decision making regarding the ongoing priorities and challenges within cancer services across SCAN. The group will have responsibility for ensuring equality of a high standard of cancer care across the SCAN region. The following key areas will support this aim:

- Agree regional models of service delivery
- Highlight any inequalities across the region and decide how to mitigate these

- Review and approve the SCAN Annual Report
- Receive updates from key national and regional initiatives relating to cancer services
- Support effective collaboration of SCAN boards in regional decision making
- Provide executive/regional oversight of workforce planning
- Agree the principles for recruitment of new regional medical posts
- Ensure regional clinical leadership is involved in decision making
- Provide an escalation route for the SCAN Tumour Specific Group to highlight any areas of clinical concern

5 Board Membership

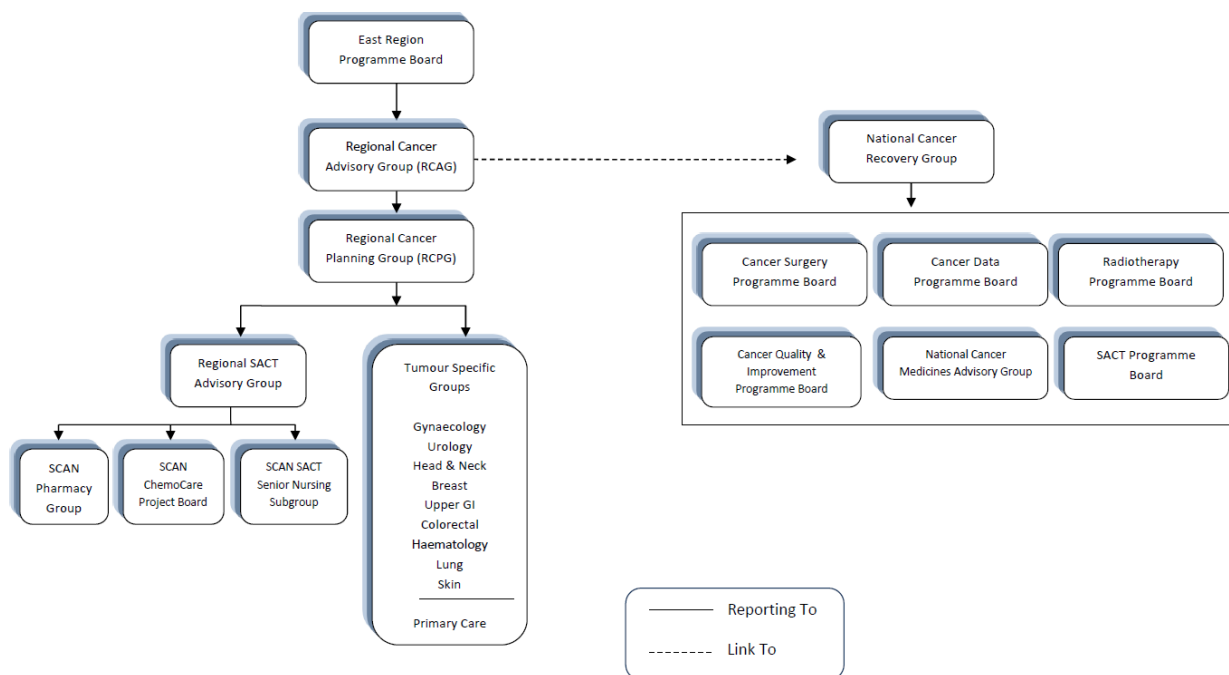
Current Chair – Calum Campbell, Chief Executive, NHS Lothian

| Designation | Representing |
|---|------------------------|
| Chief Executives | SCAN Boards |
| Medical Directors | SCAN Boards |
| Chief Operating Officers | SCAN Boards |
| Directors of Finance | SCAN Boards |
| Directors of Public Health | SCAN Boards |
| Site Director for WGH | Regional Cancer Centre |
| Associate Medical Director for Cancer Services | Regional Cancer Centre |
| Director of Regional Planning | East Region |
| Chair of the Regional Cancer Planning Group | SCAN |
| SCAN Clinical Lead | SCAN |
| Regional SACT Lead | SCAN |
| Associate Director of Pharmacy (with Lead Pharmacy role for SCAN) | SCAN |
| SCAN Network Manager | SCAN |
| Secretariat | SCAN |

In Attendance

Representatives from any of the four Health Boards may be invited to attend the network board meetings in a consultative capacity to provide information, advice and support on behalf of their Health Board for example: eHealth representatives or Communications and Engagement representatives.

6 Governance



7 Decision Making

The quorum of this board is:

- Chair or Vice Chair(s)
- At least one clinical, executive or lead / representative from each of the regional Health Boards
- One Oncology representative

8 Frequency of Meetings

The South East Scotland Cancer Network Regional Cancer Advisory Group will meet approximately 5 times in a year; however additional meetings will be convened as and required.

The agenda, minutes of the previous meeting and additional necessary supporting papers will be circulated at least five working days ahead of the Regional Cancer Advisory Group meeting.

9 Frequency of Terms of Reference Review

These terms of reference will be reviewed every two years

10 Date Terms of Reference Agreed

Friday 17 September 2021

DOCUMENT CONTROL SHEET:

Key Information:

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Revision History:

| Version: | Date: | Summary of Changes: | Name: |
|-----------------|--------------|--|--------------|
| 0.1 | 15/09/21 | Draft ToR circulated to RCAG | B. Alikhani |
| 0.1 | 17.09.21 | Draft approved by Regional Cancer Planning Group | M.Paterson |
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