



CONSTITUTION FOR NORTHERN IRELAND CANCER NETWORK (NICAN) BOARD

NOVEMBER 2007

This paper sets the constitution for the Northern Ireland Cancer Network (NICaN) Board.

This constitution was endorsed subject to amendments discussed and agreed at the NICaN Board meeting, October 2007.

This document forms part of the Constitution of the Cancer Network. Other parts include: Constitution of Network Board, Constitution of Regional Groups and Constitution of Patient and Public Involvement Forum.

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1 BACKGROUND

This paper has been informed by discussions at the NICaN Board meetings in November 2006 and February 2007.

The principles of the Review of Public Administration and the seven values of the Cancer Network have been considered, as has best practice and recommendations, including the Manual of Cancer Service Standards, 2004¹.

The DHSSPSNI Circular DS60-05, Managed Clinical Networks: The Way Forward, April 2005 and the paper² tabled at meeting hosted by Mr D Sissling have been considered.

Previous relevant NICaN documentation includes:

- Proposals for the establishment of a Managed Clinical Network for Cancer Services in Northern Ireland, February 2004;
- The Cancer Network: Fit for Purpose, A Discussion Paper; November 2006;
- Key Points and Agreed Actions from NICaN Board Meeting; November 2006; and
- A Proposed Delivery Framework for Cancer Services, April 2007 (PowerPoint presentation).

¹ This is part of the NHS Cancer Plan to support quality assurance of cancer services and enable quality improvement

² 'Roles of Networks in Northern Ireland' J Youart, May 2007

2 PURPOSE OF THE CANCER NETWORK

The Northern Ireland Cancer Network (NICaN) is the managed clinical network for cancer services. It works towards the continuous improvement in cancer care and cancer survival for the people of Northern Ireland.

This is achieved by supporting groups of health professionals, patients and voluntary sector representatives to work together in a co-ordinated way across geographical, organisational and professional boundaries.

The Cancer Network is the recognised authoritative body and is mandated as such by its constituent members (which includes Service Commissioners and Providers).

The Cancer Network:

- supports its members in the delivery of their statutory requirements and agreed service performance standards;
- ensures equity of access and uniform quality of services for the population of Northern Ireland, and
- works across organisational boundaries following the patient pathway.

While the Cancer Network is clinically driven, its component parts and activity are managed.

3 PURPOSE OF THE NICaN BOARD

The NICaN Board, through the executive authority of its member organisations, is responsible for the implementation of cancer service policy, on an equitable and sustainable basis, for the population of Northern Ireland.

In executing its duty of partnership, the NICaN Board coordinates the implementation of cancer policy and monitors the aggregated performance of cancer services against the agreed Network Strategy and Delivery Plan 2007-2009 Plan (to include Cancer Service Framework when developed).

To deliver this responsibility, the NICaN Board is recognised by the statutory bodies in the Network as the group to which they delegate responsibility for:

- setting the framework for commissioning through the definition of standards within the Cancer Service Framework;
- ensuring the co-ordination and consistency of implementation and monitoring of the Cancer Service Framework;
- agreeing cancer service provision and delivery proposals;
- serving as the final common authority to determine across organisational agreements which inform local delivery plans; and (from Manual of Cancer Service Standards, 2004.)
- making recommendations to the Department, via HSC Authority or appropriate channels, on future Cancer Policy.

4 OBJECTIVES OF THE NICaN BOARD

The objectives of the NICaN Board are:

1. To draw up a work programme to deliver on Regional Cancer policy and ensure resources allocated for Cancer Services support the achievement of Policy Goals.
2. To monitor progress and be held accountable for the delivery of the work programme.
3. To ensure, working in partnership with relevant others, the delivery of the shared vision for cancer services in Northern Ireland that has been developed with service users and other key stakeholders.
4. The development of regionally agreed service framework standards, protocols and data sets to improve patient care.
5. To benchmark and audit against standards and support measurable improvements as determined by service priorities.
6. To ensure support strategies are in place for workforce and facilities planning and redesign, ICT and organisational and personal development.
7. To develop and keep under review a communications strategy engaging all key stakeholders.

The NICaN Board should meet early 2008 (February/March) to sign off the Cancer Service Framework. Thereafter the NICaN Board will meet in February and September each year.

Exceptional meetings may be convened at the discretion of the Chair and/or decisions discussed/agreed via electronic correspondence.

5 ACCOUNTABILITY

The Chair of the Cancer Network is Ms Norma Evans, Chief Executive, Northern Health and Social Care Trust.

The Chair is accountable to the constituent members of the Network for ensuring the Cancer Network delivers on its responsibilities.

The constituent members include service users, the 4 other Health and Social Care Trust Chief Executives and the Chief Executive of the Health and Social Care Authority.

6 HOW THE NICaN BOARD DISCHARGES ITS RESPONSIBILITIES

The NICaN Board, through its Chair, will report to the HSC Authority Chief Executive and Trust Chief Executives acting collectively, seeking approval for its Work Programme and, on an exception basis, seeking guidance where consensus has not been reached at the Network Board.

The NICaN Board will discharge its responsibilities through its Groups that may be tumour specific, functional or finite and task specific.

The NICaN Groups will develop the Service Frameworks for Cancer and the NICaN Board will agree and define the timeframe for implementation.

The NICaN Board will receive timely updates from the NICaN Groups on implementation of their decisions; barriers to agreed progress and audit of process and outcome.

Strategic monitoring and performance review will be undertaken through both internal and external mechanisms.

7 NICaN BOARD MEMBERSHIP

Chair: Trust CE

Vice Chair: From Members below or Senior Executive/Deputy Trust CE

- Executive Lead and Cancer Clinical Lead* from each Health and Social Care Trust
- 2 Commissioners, Health and Social Care Authority Designate:
 - [1 member to include Chair of Cancer Access Standards Task Group]
 - 1 Commissioner representative of 4 Health and Social Services Boards
- 2 Leads of NICaN Patient & Public Forum
- Chair of NICaN Primary Care Group
- Chair/Member of Northern Ireland Cancer Charities Alliance
- External/National perspective

Observers:

- 2 Department of Health and Social Services and Public Safety (DHSSPSNI): Medical and Policy
- Northern Ireland Cancer Registry
- Macmillan Cancer Support
- Cancer Network Management Team

* The Trust Executive Lead will normally be the Chair of the Trust Cancer Executive Team, ie the Team that has delegated executive authority for the performance management and development of cancer services in their Trust. The NICaN Board, through its Cancer Clinical leads will be mindful to ensure the interests of a range of disciplines is best represented (ie diagnostics, oncology, pathology, physician, supportive and palliative care and surgery).

Constituent / Role	Nomination
Chair: Trust CE	Ms Norma Evans, CE Northern Health and Social Care Trust
Vice Chair: Senior Executive/Deputy Trust CE	To be Decided
Executive Lead and Cancer Clinical Lead from each Health and Social Care Trust In recognition of breadth of cancer services within Belfast Trust, a second clinical lead	<u>Belfast Trust</u> Ms Jennifer Welsh 2 x Clinical – to be advised <u>Northern Trust</u> Ms Catherine Hinton Dr Anne Kyle <u>Southern</u> Mr Eamon Mackle Mr Jim McCall <u>South Eastern</u> Mr Stephen Kirk Mr Seamus McGoran <u>Western</u> Dr Dermot Hughes Ms Margaret Kelly
2 Commissioners Health and Social Care Authority [to include Chair of Cancer Access Standards Task Group]	Mr Hugh Mullen, Director of Performance & Provider Development (Designate) Dr Anne Marie Telford, Director of Public Health & Care Standards (Designate)
1 Health and Social Care Boards	To be Advised
2 Leads of NICaN Patient & Public Forum	2 of the 3 PPI Leads: Ms Madeline Mulgrew; Mr Alex McGuigan, Ms Bernie Montgomery
Chair of NICaN Primary Care Group	Dr G Millar or Dr I Clarkson or Dr McNeill
Chair/Member of NI Charities/Voluntary Sector Group	Ms Maeve Hully
National/International perspective	Ms Janet Williamson, Director Cancer Services Collaborative, England
Observer Status	
2 Department of Health and Social Services and Public Safety (DHSSPSNI): Medical and Policy	Mr David Galloway Dr Liz Reaney/Dr C Harper
Northern Ireland Cancer Registry	Dr A Gavin, Director Cancer Registry
Macmillan Cancer Support	Ms H Monteverde, General Manager
NICaN Management Team	Dr Gerard Daly Ms Liz Henderson Ms Sandra McKillop Network Primary Care Director

7 RECORD OF CONSULTATION/ENDORSEMENT

Document History

Version	Date	Description
06	19 th October 2007	Discussed and endorsed subject to amendments
05	September	Revised following discussion with Ms N Evans
04	31 st May	Revised based on comments from NICaN Board members
03	21 st May	Circulated to NICaN Board members for comment
02	17 th May 07	Paper prepared: <i>Draft Constitution for NICaN Board</i> . Circulated by Mr D Sissling to Trust CEs
01	6 th April 2007	PowerPoint presentation, <i>A Proposed Delivery Framework for Cancer Services, April 2007</i> 'prepared by Sandra McKillop, Chair and Team. Circulated to Trust CEs and Mr D Sissling for comment. CC to Board CEs. Paper informed by discussions at the NICaN Board meetings Nov 06 and Feb 07 and reference to best practice and guidance

This constitution is signed on behalf of the Cancer Network Board by:

Chair

Name	Signature and Date
Ms Norma Evans	

In presence of:

Name	Signature and Date
Mr John Compton	
Mr Colm Donaghy	
Mr William McKee	
Ms Elaine Way	
Mr David Sissling	