**Greater Manchester Cancer Early Diagnosis Steering Group**

**Terms of Reference**

1. **Purpose of the GM Cancer Early Diagnosis Steering Group:**

The NHS Long Term Plan ambitions for cancer are:

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| **By 2028,**  **55,000 more people each year will survive their cancer for five years**  **75% of people with cancer will be diagnosed at an early stage (stage 1 or 2)** |

The purpose of this steering group is to identify and employ a range of interventions to support early diagnosis and optimise the proportion of patients identified through screening and managed pathways across primary and secondary care whilst reducing the number of patients diagnosed as an emergency.

1. **Accountability and Reporting**

The Early Diagnosis Steering Group will report to and be held to account by the Greater Manchester Cancer Board.

The Chair and/or Co-Chair will be a member of the GM Cancer Alliance Senior Management Team and will attend meetings of the GM Cancer Board.

The Chair and/or Co-Chair of the Group will provide updates and progress reports on behalf of the Group as required to the GM system. Stakeholders will be updated and engaged to support delivery of the recommendations arising from this Steering Group.

1. **Roles & Responsibilities**

The GP Cancer Early Diagnosis Lead for Greater Manchester will Chair the Steering Group and provide a steer for the design and delivery of the early diagnosis work programme towards delivery of the NHS Long Term Plan ambition to diagnose 75% of cancers at stage 1 or 2 by 2028.

The initial scope of this Steering Group will include the following:

* Embedding NICE Referral Guideline NG12 and ensuring pathways and processes in place to support this, including the development, implementation and review of standardised referral forms
* Focus on groups and geographies with low levels of presentation, referral for assessment and / or screening and poor cancer outcomes – including work to identify and address inequalities
* Develop processes to support effective referral management between primary and secondary care, including ‘Advice & Guidance’
* Develop an Early Diagnosis Dashboard to build on previous GM Cancer ‘Metrics’
* Support to Primary Care and Primary Care Networks for delivery of core contractual, QOF and DES requirements
* Primary care education
* Community and VCSE engagement
* Patient and public facing communications – generic, population and pathway specific as required
* Design and implementation of digital solutions to pathway issues identified

The scope will be developed as the work programme progresses to reflect national, GM and locality specific priorities.

All members will be responsible for taking forward agreed actions via the appropriate governance, including engagement with locality cancer groups and being a communications conduit to organisations’ decision making committees and governing bodies.

1. **Membership**

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| **Organisation** | **Role** |
| GM Cancer | GP Cancer Early Diagnosis Lead for Greater Manchester  Dr Sarah Taylor (Chair) |
| GM Cancer | (Interim) Director of Commissioning – Cancer  Alison Jones (Deputy Chair) |
| GM Cancer | Senior Programme Manager /RDC Programme Lead  Sue Sykes |
| GM Cancer | Project Manager  Becky Martin |
| NHS Bolton CCG | Cancer Commissioning Manager  Sherida Collins |
| NHS Manchester CCG | Cancer Commissioning Manager  Coral Higgins |
| NHS Trafford CCG | Cancer Commissioning Manager  Tim Weedall |
| Greater Manchester Health & Social Care Partnership | GM Director of Primary Care  Laura Browse |
| Greater Manchester Health & Social Care Partnership | Screening Commissioning  Amy Ashton |
| Macmillan | Macmillan Representative  Fran Mellor / Richard Hunt |
| Salford CVS / Answer Cancer | Adrian Smith / Jonny Hirst |
| Can Survive UK | Marcella Turner |
| CRUK | Teresa Karran |
| GM Cancer | Interim User Involvement programme lead (User Involvement representative)  Sinead Collins |
| GM Cancer | Patient Representative  Mike Thorpe |
| GM Cancer | Patient Representative  John Tattum |
| GM Cancer | GM Cancer Programme Lead (pathway boards representative)  Alison Armstrong |
| GMHSCP/Health Innovation Manchester | GM Digital Programme lead  Guy Lucchi |
| GM Cancer | Workforce Representative  Suzanne Lilley / Molly Pipping |
| GM Cancer | Communications Representative  Anna Perkins / Alison Foxley |
| Stalybridge, Mossley and Dukinfield Primary Care Network | PCN Community Cancer Care Nurse Specialist  Claire Rimmer |
| The Christie NHS Foundation Trust | Research Representative  Emma Thorpe |
| NHS England & NHS Improvement | Primary Care Provider Board Representative  Janet Castrogiovanni |
| Northern Care Alliance | Macmillan Deputy Lead Cancer Nurse  Victoria Cooper |
| Greater Manchester Local Pharmaceutical Committee | Director of Pharmacy Transformation  Luvjit Kandula |
| Greater Manchester Local Pharmaceutical Committee | Community Pharmacist  Rachael Clarke |

Members who cannot attend can send a representative with authority to make contributions on behalf of their organisations and / or commit to taking questions away and provide updates / responses after the meeting.

1. **Frequency of Meetings**

The group will meet on a monthly basis

1. **Venue**

Meetings will be held as Microsoft Teams calls until national guidance in relation to working arrangements changes.

1. **Meeting Administration**

Administrative support for the calls / meetings will be provided by the GM Cancer Alliance

Agendas and papers will be shared by email a minimum of 4 working days before each meeting

Notes and action points from each meeting will be recorded and shared within 7 working days of the meeting date.

**Version created: March 2021**

**For review: Ongoing/March 2022 (at the latest)**