

**HAMPSHIRE HOSPITALS NHS FOUNDATION TRUST**

**Surgical Division**

**TERMS OF REFERENCE**

*Cancer Services Partnership Group*

Version: 2016 v1.0	
Sponsor:	L Alloway
Approval authority Clinical Director, Cancer Services	
Date of approval:	18/05/16
Date of Issue:	

## TERMS OF REFERENCE

### 1. Introduction

1.1 The Cancer Services Partnership Group (CSPG) is a working group to enhance the experience of cancer patients and their families and carers.

1.2 The purpose of the group is to review the experience of cancer patients and their carers and to aim to be able to improve this through making appropriate recommendations to health professionals, Trust management and others as necessary.

### 2. Background

2.1 We are a group of cancer patients, health professionals and carers, working together to improve the quality of local cancer services and in doing so helping patients and their carers throughout their cancer journey. By joining the group, you can get involved in commenting on and contributing to proposals for the development of cancer care.

### 3. Duties of the Committee

3.1 Review and inform the patient experience programme so far as it relates to cancer patients and their treatment including:

- Patient surveys
- “One-off” patient experience or service improvement activities

3.2 Devise and implement an on-going visit programme to all relevant areas of the Trust, in which all patient and carer members of the CSPG will be asked to participate at least once a year.

3.3 Review cancer patient experience aspects of the Trust’s Annual Report and the Annual Quality Report.

3.4 Prepare and deliver a report on the above to the Clinical Director for Cancer Services quarterly.

### 4. Membership

4.1 The Chair shall be elected from among the patient and carer members of the group and this will be reviewed every three years or agreed otherwise with the consensus of the group.

4.2 The group membership will be drawn from anyone affected by cancer and health professionals, including those from the Trust’s management. The exact mix of these three categories will inevitably vary over time, but it is expected that the majority of members will always be cancer patients and their carers and anyone affected by cancer.

**5. Quorum and Attendance**

5.1 The minimum quorum necessary for the transaction of business shall be four cancer patients/carers including the Chair or named deputy, the Lead Cancer Services Nurse/or their representative.

5.2 If a member fails to attend two successive meetings of the CSPG in any year it will be assumed they have deactivated their membership unless the CSPG is satisfied that:

5.2.1 The absences were due to reasonable causes; and

5.2.2 They will be able to start attending meetings of the CSPG within such period as they consider reasonable.

**6. Frequency of meetings**

6.1 The CSPG will meet as required to fulfil its duties. It is envisaged that it will meet not less than three times a year.

**7. Conduct of Meetings**

7.1 The meetings will be formal, with appropriate agendas and briefing papers prepared and circulated in sufficient time for members to give them due consideration.

7.2 The Chair person will be responsible for the taking of the minutes and distribution which may be delegated as agreed.

**8. Review**

The CSPG shall review its performance and terms of reference annually to ensure it is operating effectively and report on any changes beneficial to the Clinical Director for Cancer Services.