

Health and Social Services Committee

HSS(2)-11-06(p2b)

Date: Wednesday 28 June 2006

Venue: Committee Room 2, Senedd, National Assembly for Wales

Title: Review of Cancer Services for the People of Wales- Expert Reference Group – Terms of Reference

Purpose

1. The Committee is invited to approve the constitution and terms of reference for an expert reference group to advise the committee on the review.

Membership

2. Dr Andrew Fowell, Consultant in Palliative Medicine at Ysbyty Gwynedd, has agreed to chair the Reference Group. Others who have been invited to join the group are

1. Dr Malcolm Adams, Medical Director, Velindre Cancer Centre.
2. Cath Lindley, General Manager for Wales, Macmillan Cancer Support.
3. Royal College of Nursing
4. Royal College of General Practitioners
5. Cancer Research UK Cymru
6. Association of Directors of Social Services
7. Royal Pharmaceutical Society
8. Society of Radiographers

Proposed Terms of Reference

3. The role of the reference group shall be

i. to advise the Committee on:

- issues for Committee Members to pursue in their visit to Cancer Centre in Caen, Normandy on 14v July;
- fact finding work for Members to undertake during summer recess;
- evaluating written evidence (closing date 24 July);
- in the light of evidence received, narrowing focus of the review in September;

- from whom to take oral evidence in the autumn;
- lines of questioning;
- conclusions and SMART recommendations (ie specific, measurable, achievable, realistic and timed) for the Committee's report to the National Assembly.

ii. to take part in an evidence gathering session in the Wales Against Cancer Conference on 19 October.

Method of working:

4. The group will probably need to meet three times. An inaugural meeting is planned for 5 July. Dr Fowell will be presenting his evidence to the Committee that day.

5. If Members are content it is suggested that propose that the reference group meets together from 9.45 to 10.45am, that they attend the Committee from 11.05, when Dr Fowell gives his evidence and then meet the committee informally over lunch for an hour immediately following the end of the meeting at 12.05pm.

6. The group will need to meet again in September to evaluate the written responses to consultation and again in December / early January to evaluate the evidence.

7. Reference group members will be circulated with copies of all papers- written responses, committee transcripts of evidence, report of visit to Caen and Members' reports of the work they undertake over the summer recess.

8. Individual members of the group may be consulted through Dr Fowells on specific issues relative to their specialist knowledge.

Support

9. Support for the group will be provided by the Members Research and Committee Service.

Expenses

10. Reasonable travelling and subsistence costs will be re-imbursed.

Committee Service
June 2006