



**Inquiry debrief meeting minutes**  
**APPG on Breast Cancer**  
**24 April 2018 2pm-3pm,**

<b>Present</b>	<b>Apologies</b>
Philippa Whitford MP	Craig Tracey MP
Thangam Debbonaire MP	
Samantha Nicklin, Assistant Director - Policy and Campaigns	
Sarah Osborn, Policy and Campaigns Officer	
Ailar Hashemzadeh, Public Affairs Officer	

**1. Introductions**

**2. Impact of report**

SN spoke about the impact of the report covering the comprehensive response from the minister Steve Brine including his positive comments about the robustness of the evidence in the report.

She also highlighted that Breast Cancer Now has learnt, through engagement with MPs on the report, that many MPs are unfamiliar with Cancer Alliances. More work should be done to build the relationship between MPs and their local Cancer Alliances.

AH updated co-chairs on the roundtable discussion with co-chairs, Cancer Alliances and Steve Brine MP and will be in touch with co-chairs when a date has been set. PW stated that she would be happy to speak briefly about how data is used in Scotland in the meeting and it was agreed that this would be a good idea.

SN also explained the issue with the data for Gloucestershire CCG, highlighting the lack of up-to-date publicly available data by CCG. TD, CT and PW to sign off letters to the CCG and Richard Graham, the local MP.

**ACTION: AH to resend letter to TD's assistant for sign-off.**

**ACTION: AH to inform officers of date of Cancer Alliance discussion with Steve Brine MP when she hears back from his office.**

**3. Debrief on process of inquiry**

AH asked officers for feedback on how the inquiry was run. This was split into four parts:

1. Planning of the inquiry
2. Call for Evidence and Oral Evidence Sessions
3. Writing of the report
4. Reception and launch

TD and PW both agreed that they were happy with stages 1,2 and 4. They raised concerns about the writing stage of the report and stated that they would in future prefer to receive a

skeleton with chapter headings and bullet points on what would be covered in each chapter and then the complete draft of the report.

They also stated that the evidence that they had heard in the Oral Evidence Sessions was not clear enough in the first draft of the report and they would like these to be more prominent in the draft of the chapters.

It was agreed that in future, a meeting after the Oral Evidence Sessions have finished and under Chatham House rules, would be helpful in setting out 'the headlines' and what will be in the report. TD stated that a plan of how we will reach the objectives of the report would be helpful.

**ACTION: AH to send co-chairs a plan of suggested further actions and timeline for follow-up on report.**

#### **4. AOB**

**ACTION: AH to organise AGM date for June.**