

ORDINARY MEETING OF THE BOARD

12:00 midday. April 26th, 2016

Building 6800, Cork Airport Business Park, Kinsale Road, Cork.

Minutes

1. Register of attendance/apologies

Present:	Dr Susan O'Reilly (Chair) Mr Michael Conroy Ms Orla Dolan
By teleconference:	Dr Anna Gavin Dr Fenton Howell Mr John McCormack
Apologies:	Dr Cathy Kelly
In attendance:	Dr Harry Comber Ms Rose O'Mahony

2. Minutes of the previous meeting

The minutes of the February 2016 meeting were agreed, as written, by the Board and were signed by the Chair.

3. Matters arising from the minutes not otherwise on the agenda

There were no matters arising.

4. Interim Director's Report

4.1 Staff

A table had been included in the agenda showing the breakdown of the permanent and contract staff by job title and grade and also the whole time equivalent and actual numbers sub-divided by department. This information related to 31/3/16.

The Board were informed that the Registry is experiencing difficulty in recruiting Tumour Registration Officers in some regions. The vacancy in Beaumont has been readvertised and has had its closing date extended. The issue of whether a nursing qualification is essential for these posts needs to be discussed and explored with the unions. If nursing were not an essential qualification for the TRO positions it would open them up to a far wider pool of potential candidates. The IPCOR posts which do not require a nursing qualification as an essential requirement attracted far more

applicants. Even with the availability of more electronic data coming on stream there will be a need for as many TRO's into the foreseeable future as the information needs to be coded and more information is required on recurrences, quality of life, pre-diagnosis care, aftercare etc. Extra resources will also be required on the data processing side. With an ageing population, it is also expected that there will be an increase of 66% in cancer incidence. It was agreed that the Registry's Service Plan for 2017 should include a request for increased funding for data capture.

The interviews for the Statistician post will be held in early May. The full time post attracted a good response.

It was suggested that a specific topic relating to the overall future of the Registry be discussed at each Board meeting. Topics suggested for upcoming meetings were:

- The Registry staffing position
- Site specific clinical databases
- How the Registry will develop its' Research arm

The Board were informed that work is progressing on an application for a work permit for the incoming Director. This is a slow process, which could take up to 3 months.

The incoming Director is visiting Cork for three weeks commencing in mid- May in order to do a handover with the Interim Director. The expenses payable for this trip and removal expenses payable were discussed by the Board. It was agreed to pay vouched removal expenses up to a maximum of €6,348. UCC has agreed to cover 20% of this cost.

The Board reviewed an Agreement of Assignment with UCC in relation to the new Director. A query arose in relation to the number of days specified in this agreement. The Registry will revert to UCC to clarify this point prior to signing the agreement.

Dr O'Reilly will draft an official press release announcing the appointment when the contract has been signed.

4. 2 Data Collection and Analysis

Registrations

The Board reviewed the table on case findings and completeness. The incidence for 2013 is complete with the exception of Beaumont, where there was no Registry presence for a significant period.

Pathology data

The St Vincent's University Hospital lab data has been migrated to Mirth but there is no resource centrally within the Registry to process this pathology. The Registry requires additional resources in order to process this data centrally.

Medlis System

St James and Portlaoise Hospitals are the first to go live on the Medlis system. The exports will require quite a lot of testing.

PCRS

There has been a positive response from the PCRS in providing assistance in developing queries that will allow for the routine download of prescription and card data.

UKIACR Performance Indicators

The data for the PI's was extracted on the weekend of 30th January and the completed PI's were submitted on time. As expected the main areas of concern were in treatment and staging. The publication date of the PI Report is unclear at this stage.

NIMIS

The Registry has requested national access to NIMIS for all TROs, the Registration Manager and the Electronic Data Manager. There has been a very positive and timely response from the HSE. The software is expected shortly and training will be provided. This software will allow the Registry access to all the imaging reports.

Registration consistency

To date there has been a variation in work practices in how TROs are registering data. The work of the TROs is being harmonised by developing a manual, which will be used to ensure consistency in processes and work.

4.3 I.T. Activity

CRS

User testing of the CRS system was carried out in March. The users experienced issues with basic navigation and interface. All of the issues were logged and fed back to Aspira. The project is expected to be complete later in the year.

5. Report of the Audit Committee

The minutes of the Audit Committee meeting held in February had been included in the agenda and any items raised were discussed at the Board meeting on that date. Dr Howell reported that the Audit Committee had a teleconference meeting on the day prior to this Board meeting.

At this meeting the Committee agreed a revised Internal Audit plan for the remainder of the year. The Board were informed that the current contract for the provision of internal audit services expires at the end of October. The tender process for a new Internal Audit contract will commence in June.

The Committee noted the findings of the recent internal audit on Business Continuity and Disaster Recovery. While the findings of the audit were negative, this was not unexpected as the disaster recovery solution had just been implemented. The Committee recommended that this area should be audited again in early 2017.

The Committee reviewed the Risk Register. The Board were informed of a ransomware attack on the Registry the previous week in which the contents of an employees hard disk were encrypted. This has been added as an ongoing risk to the Risk Register. Software to scan e-mail attachments is currently being investigated. The Board requested that the Risk Register be put on the Agenda for the next meeting.

6. Finance, Tender and Contract matters

6.1 Management Accounts to 31st March 2016

The Board reviewed the accounts to 31st March 2016. The accounts show a surplus of €19,949 for the year to date and the Registry is on course to come in within its allocation for the year.

6.2 Draft Accounts to 31st December 2015

The latest draft of the accounts to 31/12/15 were presented to the Board. The Board formally agreed to approve the draft accounts for 31st December 2015 with the latest balance noted, subject to there being no material change following the audit. The Board also nominated Dr O'Reilly and Dr Howell to sign the accounts on their behalf in order for the final accounts to be submitted to the Department of Health by the 30th June deadline.

6.3 Comptroller and Auditor General audit

The Comptroller and Auditor General audit of the 2015 accounts has been outsourced to Anne Brady McQuillan DFK and will take place from 27th to 29th April.

Bank account signatories

The Board agreed that the process of adding the incoming director and removing the outgoing interim director to the Registry's bank accounts could be commenced. This process can be progressed to a certain point in order to ensure that the new director will be added as a signatory to the accounts as soon as possible after taking up the post.

7. Research and Publications

7.1.3 Queries and Data Requests

Projects involving matching with clinical datasets continue to cause difficulties in relation to what can and cannot be provided in identifiable form to hospitals and clinicians. Where possible data processing agreements are being set up to facilitate this but they can be restrictive in what data can be fed back to the hospitals.

7.1.7 Other analyses/ activities

A draft report "Deprivation and cancer in England, Wales, Scotland, Northern Ireland and Ireland 2008-2012" has been circulated to the members of UKIACR. This explored if a common index of deprivation could be identified for the five countries. Unemployment has been identified as one such index. This report is to be launched by Public Health England.

7.2 Research supported by pharmaceutical companies

The Registry is regularly asked by pharmaceutical companies on data for disease free survival and secondary treatment. Resource limitations make it impossible for the Registry to carry out the sort of active patient follow up which would be required to do this. Some companies have indicated a willingness to support data collection in this area for specified cancers. The Registry has accepted pharmaceutical funding in the past for data analysis but will not accept funding from a commercial source for core registration activities without Board approval. The Board discussed this issue and were not in favour of pursuing this in general as the Registry has to be driven by its own core activities but decided that each request should be decided on its own merit.

8. Correspondence

There was no other correspondence not already discussed by the Board.

9. Other business

The Board were informed that the Chair has received a letter from a former researcher claiming a contract of indefinite duration. This has been thoroughly discussed by the Board and they are happy to have the matter handled on their behalf by the Interim Director. It was recommended that a list of people on contract be reviewed by the Board or Audit Committee at regular intervals.

The outgoing Interim Director, Dr Harry Comber, was thanked by the Board for his long term contribution to the cancer registration during his years with the Registry.

10. Date of next meeting

The date of the next Board meeting was agreed as Thursday 22nd September at 2pm in Parkgate Street in Dublin. (Audit Committee Meeting at 1pm).