

ORDINARY MEETING OF THE BOARD

2:00 p.m. February 1st, 2016

Block D, 3rd Floor, Dublin Midlands Hospital Group Office, Parkgate Business Park, Parkgate Street, Dublin 8.

Minutes

1. Register of attendance/apologies

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

2. Minutes of the previous meeting

The minutes of the November 2015 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

Item 4.1. Staff – Head of Research position.

There has been no further progress on the discussions with UCC with a view to offering the next Research Manager an honorary lectureship. The recruitment process for this position will be deferred until a new Director has commenced in the Registry.

Item 4.1. Staff – Statistician

The recruitment of an additional full time Statistician has been sanctioned by the Department of Health. The Board expressed their appreciation to the Department of Health for this sanction.

4. Recruitment of Registry Director

Dr O'Reilly informed the Board that there were four applicants for the position of Registry Director, one of whom subsequently withdrew from the process. Two of the remaining three candidates were invited to attend for interview. Both of these candidates were invited back to a second interview on Friday 29th January. The Board were represented on the interview panel by Dr O'Reilly and Mr Conroy. One candidate emerged as a clear frontrunner. Dr O'Reilly discussed the candidate's background and experience with the Board and the Board unanimously agreed to offer this candidate the position. The job offer will be made through the Public Appointments Service. If the candidate accepts the offer, Dr O'Reilly can then contact the candidate to discuss the commencement date. Dr Comber informed the Board that he is happy to have an overlapping period with the incoming Director.

5. 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 31/12/15.

The number of temporary researchers in the Registry will be increasing over the coming months. Two positions funded by the IPCOR grant were advertised with a closing date of 27th January and have attracted a significant number of applications.

The Workplace Relations Commission made an award of €46,850 against the Registry. The Board agreed not to appeal this settlement. The award was made with three recommendations for the Registry, one of which is a strategic issue for the Board relating to the utilisation of fixed term contracts. This is to be an agenda item for a Board meeting later in the year where it will be discussed in greater detail. The process for paying over the settlement will be confirmed with the Workplace Relations Commission and a receipt for the payment is to be requested.

4.2 Data Collection and Analysis

PCRS

The technical problem with the PCRS system has been resolved. There is currently an access issue on the PCRS side, which requires resolution. It is hoped this issue will be resolved soon.

UKIACR Performance Indicators

In line with the other four Registries, the National Cancer Registry is submitting 2014 data. As only 62% of cases for the year are complete the indicators for the Registry based on staging, chemotherapy and hormone therapy will be poor. In addition, the percentage of surgeries will be low as surgery details for electronic pathology are not added until the chart or hospital system is accessed.

IPCOR

The IPCOR project is challenging for the Registry to execute as it is over-specified and under-resourced. Too much data has been specified with little thought given to what is practical to collect.

4.3 I.T. Activity

CRS

The CRS project is progressing well. It is planned to go live in September.

Meeting with HSE IT

A meeting was held with a representative of the HSE IT at which three main issues were discussed:

- Access to hospital patient administration issues (PAS) to allow the Registry to track patients.
- Access to the reports on the National Imaging System (NIMIS) which holds a lot of useful information on staging and recurrence.
- Access to the internet over hospital networks.

It was a very positive meeting but there are many practical problems to overcome in implementation particularly in relation to PAS.

Disaster Recovery

The DR project has been completed and went live in November 2015.

5. Report of the Audit Committee

The minutes of the Audit Committee meeting held on 19th November 2015 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 also met prior to this Board meeting. The draft accounts for the year ended 31st December 2015 had been reviewed at the meeting.

The Committee agreed that it is unnecessary for Mazars to carry out a full Internal Controls audit for 2015 as there were no material changes in processes or controls and all internal audits carried out by Mazars in 2015 provided a Reasonable Assurance rating (the highest rating given by Mazars). The Audit Committee reported to the Board that they were happy with the System of Internal Financial Controls in place within the Registry. The Board formally agreed that they were satisfied with the System of Internal Financial Controls within the Registry.

The Committee informed the Board that the current internal audit contract ends later in the year. The provision of internal audit services is now covered under a framework agreement with the Office of Government Procurement (OGP). The OGP will run a mini competition on behalf of the Registry to select a new service provider.

The Committee reviewed the Risk Register. An internal audit on Disaster Recovery and Business Continuity is currently ongoing within the Registry. Any recommendations made should assist in mitigating any risks associated with Disaster Recovery. There were no new risks on the Register. The risk relating to the recruitment of the Director should be resolved when the new Director is appointed.

6. Finance, Tender and Contract matters

6.1 Draft Accounts to 31st December 2015

The draft accounts to 31/12/15 were presented to the Board. The Registry drew down €193,000 less than its Department of Health allocation for the year primarily due to lags on salary related expenditure. It was highlighted to the Board that this is the first draft of the accounts and the latest draft produced at the end of January included any remaining outstanding invoices and expense claims and showed an Income and Expenditure balance carried forward of €15,803. 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. The Board also nominated Dr O'Reilly and Dr Howell to

sign the accounts on their behalf. The Registry has not yet been notified of the date of the Comptroller and Auditor General audit .

Report of the Chairperson

The Report of the Chairperson for the year ended 31/12/15 was presented to the Board and signed by Dr O'Reilly.

Service Plan and Budget 2016

The Board reviewed the Service Plan for 2016, including the Budget for 2016. Dr Comber reported that timeliness continues to be a problem due to inadequate staffing levels. The issue of which organisation has overall responsibility for collecting and holding data was discussed by the Board, as there is an overlap in the work of the Registry and the National Cancer Control Programme. The Registry has been allocated €2.733 million by the Department of Health for 2016 (Correspondence Item 1). It was noted that this level of funding would be insufficient in a year with no salary lags or delays in recruiting. The Board formally approved the Service Plan and the 2016 Budget.

7. Research and Publications

The Registry has been awarded a three-year Interdisciplinary Capacity Enhancement grant of €213,328 as part of the Cerviva collaboration. The Registry has also agreed to take part in Work Package 4 of the Joint Action on Rare Cancers but there is no money available for this. The next teleconference for the International Cancer Benchmarking Project is on February 24th. A revised plan has been submitted for the Blood Cancer Network project based on the possibility of additional funding becoming available. The revised plan will extend beyond registration to long-term follow-up and patient reported outcomes.

The Registry Twitter account is attracting interest and it is hoped to increase the number of press releases relating to reports and papers this year. The Board noted the list of peer reviewed publications, reports and papers.

A registry employee is to spend two weeks with the ENCR developing their website. A meeting on Cancer Outcomes jointly hosted by the NCIN and UKIACR will be held in Manchester in June. The Registry presents a number of papers and posters at this each year but there is little Irish input on the policy side. It was suggested that somebody from the Department of Health should attend to speak about the development of the National Cancer Strategy. The Board agreed that it is important to establish an Irish presence at this meeting.

8. Correspondence

Department of Health: Non-Capital Expenditure for 2016 has been discussed under Section 6.1.

9. Other business

The Board were informed that the Department of Health wishes to reappoint the members of the current Board for varying terms. Dr O'Reilly has agreed to remain on as Chair until 14th February 2017. Mr Conroy, Ms Dolan Mr McCormack are to be reappointed for three years up to 14th February 2019 and Dr Gavin, Dr Howell and Dr Kelly are to be reappointed for five years up to 14th February 2021.

11. Date of next meeting

The proposed date of the next Board meeting was agreed as Tuesday 26th April at 12 midday in Cork. (Audit Committee Meeting at 11.00am).