# Ordinary Meeting of the Board

2:00pm, December 8th 2016

Department of Health, Hawkins House, Hawkins Street, Dublin.

***Minutes***

1. ***Register of attendance/apologies***

Present: Mr Michael Conroy

Dr Fenton Howell (Chairing)

By teleconference: Ms Orla Dolan

Dr Anna Gavin

Apologies: Dr Susan O’Reilly

Dr Cathy Kelly

Mr John Mc Cormack

By teleconference: Prof Kerri Clough-Gorr

Ms Rose O'Mahony

* 1. ***Minutes of the previous meeting***

The minutes of the September 2016 Board meeting were approved by the Board for publication on the Registry website.

* 1. ***Matters arising from the minutes not otherwise on the agenda***

*Code of Practice for the Governance of State Bodies*

It was decided that the request for training on the responsibilities of Board members will be followed up next year.

***4. Open Items for Previous Meetings***

A list of open issues carried over from previous meetings was provided to the Board. Some of these issues are to be discussed later in the meeting and others will be carried forward to future meetings.

1. ***Finance, Tender and Contract matters***
   1. **Draft Budget 2017**

A Draft Budget for 2017 was presented to the Board. The Registry is seeking an allocation of €2.931 million for 2017 in order to maintain the existing level of staffing and services. It was noted that without a considerable increase in the allocation for 2017 the Registry would face significant financial difficulties next year. Mr Conroy informed the Board that the amount of the Registry’s allocation for 2017 is unknown but may be available in the next week or so. He will liaise with Prof Clough-Gorr.

**5.2 Management Accounts to 31/10/2016**

The Board reviewed the management accounts to 31st October 2016. The accounts for the end of November had been completed since the Board documents were released. It was reported that the Registry will draw down €98,000 less than its allocation for the full year. This is primarily due to the delay in replacing the Research Manager and other salary lags. It was pointed out that in a year of full employment, the Registry would struggle to meet its allocation.

**5.3 Tender and Contract matters**

The Board was informed that Directors and Officers Liability insurance has been arranged for the Registry. This will be an additional full year cost of €465 for a cover limit of €500,000.

1. ***Director’s Report***

Prof. Clough-Gorr informed the Board that the work place assessment has been progressing to identify areas where there are gaps which may give rise to risk and to prioritise these areas. One of her main concerns is the data backlog and the implications of this on future staffing needs within the Registry. Her priority over the coming months will be to concentrate on the current stafffing structures and future requirements.

A governance meeting between the Registry and the Department of Health was held in November. This was a very productive meeting for both parties and it is planned to continue these meeting on a on a regular basis.

The Cancer Registration System (CRS) is progressing well and will go live in the Summer. A computer science/ business information systems student will be employed on a work placement contract for six months which will offer additional support to the IT department during the implementation process.

The Board discussed a proposal by Prof Clough-Gorr to employ a Research Manager on a 70/30 split with UCC and retain the 30% within the Registry to use towards other salary costs. The Board approved the idea of exploring this further. Prof Clough-Gorr will prepare a business case for submission to the Department of Health on this matter.

***7.Report of the Audit and Risk Committee***

The minutes of the Audit and Risk Committee meeting held in September 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 meeting just prior to the Board meeting.

The Audit and Risk Committee reviewed the management accounts to 31/10/16 and they were informed that the accounts to 30/11/16 had also been completed.The December drawdown will be €275,000 which will bring the total drawdown for the year to €2.635 million.

The Committee approved the change in the Risk Appetite which was sugggested at the last Board meeting. The Risk Appetite was revised to include financial objectives and was approved by the Committee. The Board then approved this amendment and the final policy.

The Risk Register was reviewed by the Committee. The changes suggested at the last meeting to colour code the Register had been implemented. The top risks were reviewed by the Committee. A new risk relating to the lack of Data Protection expertise within the Registy had been added to the Register. Prof Clough-Gorr explained the background to this risk. In the course of exchanges with the Deputy Data Protection Commissioner it has become apparent that there is insufficient expertise in the Registry in the area of Data Protection especially given the soon to be released new EU regulations. There needs to be a transparent process and audit trail with clear assessment processes and procedures in place for how decisions are made regarding data. If the Registry is audited by the Data Protection Commissioner or if there is a breach in data protection, the lack of documented processes will expose the Registry. As a temporary measure it was suggested that quotations be sought for external expertise and advice in this area. Quotations were sought from three companies. One company declined to quote. The other two quotations are attached in Appendix 3. The Board discussed the merits of these quotations and decided to accept the quotation from IPA based on the background and experience of the consultant involved and the contract would be backed by a larger organization. It was noted that this will be an onging problem which will require an additional staff member within the Registry to be responsible for it and move it forward once the contract has ended. This person may also be a suitable candidate to manage the clinical registries.

It was agreed that the Risk Register would be put on the agenda of the Board meeting in the early Summer.

The Draft Internal Audit Plan for 2017-2019 was reviewed by the Committee. Some amendments to the draft plan were suggested. The final plan will be presented to the Board at its next meeting.

The Follow Up Audit Report which audited the implementation of the recommendations made in previous audits was discussed by the Committee. There were a number of outstanding recommendations from the Business Continuity Planning and Disaster Recovery Audit. The Committee were of the opinion that some of these recommendations will not be implemented given the size and structure of the Registry and the financial and administrative burden they would place on the organisation. The Registry’s management team will decide on an appropriate response to these recommendations.

The Checklist for the Effectiveness of the Audit and Risk Committee was reviewed by the Committee. This will be on the agenda again at the next meeting with a view to developing an action list to ensure the Committee is fulfilling its duties under the new Code.

The Committee was informed that a fraudulent transaction for an amount of €218.44 had been processed on the Registry’s VISA card. The card was cancelled immediately and the funds have since been refunded to the credit card account by VISA. A new card has been issued by the bank.

***8.Correspondence***

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

***9 .Other business***

The lease on the Registry’s offices will expire in November 2017. The process of obtaining quotations for alternative premises will commence in January. This will be added to the agenda for the next meeting.

Dr Gavin invited Prof Clough-Gorr to attend the next meeting of the council of the Northern Ireland Cancer Registry. These meetings are held in May and November each year.

***10. Date of next meeting***

The next Board meeting will be in early February in Cork. A poll of Board members will be circulated to identify a suitable date.