

ORDINARY MEETING OF THE BOARD

1:30pm, 22nd February 2018

National Cancer Registry, Building 6800 Cork Airport Business Park, Kinsale Road, Cork

Minutes

1. Register of attendance/apologies

Present:	Dr Jerome Coffey Mr John McCormack
By teleconference:	Dr Fenton Howell Dr Cathy Kelly
Apologies:	Ms Orla Dolan Dr Anna Gavin
In attendance:	Prof Kerri Clough-Gorr Ms Rose O'Mahony Ms Geraldine Finn Dr Conan Donnelly Ms Catherine Mc Govern Mr Paul Walsh

2. Minutes of the previous meeting

The minutes of the November 2017 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

Appointments to the Board

The Chair has been engaging with the Department of Health in order to identify the skills required of new Board members. Once the requisite skills have been identified, the positions will be advertised through the Public Appointments Service.

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.

5. Finance, Tender and Contract matters

Management Accounts to 31/12/2017

The Board reviewed the draft accounts to 31st December 2017. They were informed that the Registry drew down its full allocation of €2.833 million for the year. There was a deficit for the year of €39,095 which reduced the overall surplus carried forward to €49,419. Expenditure in the last few months of the year on data protection, IT support/development and the commencement of the organisational

review ensured that the allocation was fully utilised. The Board approved the draft accounts for the year. They were informed that the Comptroller and Auditor General audit of the annual accounts is to commence on 26th February. The auditors are expected to be on site for three weeks.

Allocation 2018

While the formal letter of allocation has not yet been issued to the Registry from the Department of Health, there has been a verbal indication that the allocation will be €2.973million. A budget for the year based on this allocation was prepared for the Board. This level of allocation covers increases in fixed costs, such as the increased rent, public sector pay increments, normal salary scale increments and the amount outstanding on the organizational review. It will not cover any IT support, unforeseen retirements, or much needed additional staffing. The Registry will engage with the Department through its governance meetings in order to secure support for more funding for the year.

Tender and Contract matters

The new lease for the Registry's office space has been signed off. It is a 10 year lease with a break clause after 5 years requiring 12 months' notice from either party.

A business case will be submitted to the Department requesting capital investment in an office reorganisation once the organisational review has been completed and future organisational structures are known.

6. Director and Senior Management Report

Human Resources

Crowe Horwath met separately with the Board earlier in the day. They presented the emerging themes and an update on progress of the organisational review to the Board.

Business cases were submitted to the Department of Health in November for three new posts. The Department has approved the Compliance and Records Management Officer post. The recruitment process for this post has commenced. The Department has indicated that they will await the results of the organisational review prior to approving any other posts.

A preliminary schedule of publications for the next two years has been agreed, the first of which, an Emergency Presentation report, is due for publication on 29th March. The Registry plans to publish minimally one report per quarter each year. All reports will be issued to the Board and the Department of Health for comments and observations at least two weeks in advance of publication. The Registry aims to work with the Irish Cancer Society on the launch of all reports in order to maximise media coverage of each publication.

IT

The guarantees for the CRS system have expired. The IT team are delivering small changes to the online CRS with the release of a new build each month. Due to staffing issues, Aspira have been contracted to provide support. While this has been of huge value and is an exceptionally productive resource, this is at a significant cost to the Registry. A Business Case has been submitted to the Department of Health for an additional development resource, but the approval for the post will be dependent on the outcome of the organisational review.

Connectivity at hospitals has been progressing well. A wired solution is currently being tested in Tullamore, which is the last of the urgent locations.

Research

A policy and process to approve requests for data sharing for research studies is currently being developed. The proposed features of the process were presented to the Board. The process will apply to research and requests for information but not requests from hospitals. It should streamline requests for information. A Committee will be formed to assess all applications for information and will ensure that all requests for identifiable and potentially identifiable data will be approved by the Registry Board. The final policy will be sent to the Board for approval.

The Board was updated on the progress of the Irish Prostate Cancer Outcomes Registry and Blood Cancer Network Ireland (BCNI) projects. There is scope for industry funding to be brought in on the BCNI project but this will have to be done in a transparent manner.

Cancer Intelligence

The publication schedule for 2018 and 2019 was presented to the Board, with four reports planned each year. Collaboration with the Irish Cancer Society on the launch, including infographics are targeted to maximize media coverage.

The survival query system on the Registry's website was updated in January to include an extra two years of incidence (to 2013) and follow-up (to 2014), survival to 10 years (previously 5) and an additional 18 cancer sites/groups.

Summary results of the CONCORD-3 international survival collaboration, including Irish data were published in The Lancet on 31st January, and the journal's press release generated widespread media interest, with commentary which emphasized the value of cancer registries for health policy purposes.

7. Data Protection

The director updated the Board on the progress to date in implementing the recommendations of the Data Protection Audit. The recommendations range in complexity. The recommendations relating to the PCSR database are among the most critical and those will be completed within the next week. Also critical, is the development of a two way hospital data transfer agreement, which will cover the data the Registry receives in from hospitals and also the data it gives back out to hospitals. A policy is currently being drafted on two way data transfer agreements and this will be presented to the Board at its next meeting.

8. Report of the Audit and Risk Committee

The minutes of the Audit and Risk Committee meeting held in November had been included in the Board papers and any items raised were discussed at the Board meeting on that date. Dr. Howell reported that the Audit and Risk Committee had a meeting just prior to the Board meeting.

The Audit and Risk Committee reviewed the draft accounts to 31/12/17. They noted that the full allocation for the year was drawn down.

The Committee reviewed the draft report from Mazars on the governance audit. Many of the recommendations will be implemented upon updating the Code of Conduct based on the revised Code of Practice for the Governance of State Bodies and the drafting of an oversight agreement with the

Department of Health. The report also recommended that the Registry engages with the Department in developing an agreement on the proportional implementation of the Code of Practice suited to the size of the Registry. The Committee was of the opinion that the Report was reasonable.

While there are a number of recommendations, the Committee are of the opinion that these are minor gaps and do not constitute major breaches in Governance. The Committee is satisfied to provide assurance to the Board on the System of Internal Control, including financial control, in place within the Registry. Based on this assurance, management reports, financial reports, internal and external audit reports, and on meetings with the Senior Management Team, the Board is satisfied with the System of Internal Control within the Registry.

The Risk Register was reviewed by the Committee. In light of the Governance audit, another risk, on the lack of a formal oversight agreement with the Department of Health, is to be added to the Register in the Corporate Governance Section.

9. Governance Audit Draft Report

The Board noted the report and approved the sharing of the Report with the Department of Health as it requires action on their part. The Board will engage with the Department on the implementation of its recommendations and in particular, in seeking clarification from the Department on the proportional application of the Code to the Registry.

9. Strategic Plan

As there will be two vacancies on the Board, any discussions on the development of a strategic plan will be postponed until these vacancies are filled and the results of the organizational review are known. The Board agreed that the current plan will be extended to cover 2018. Discussions will also need to take place with the Department of Health on the future development of the Registry which will align the Registry with the National Cancer Strategy.

10. Any other business

There was no other business which had not already been discussed by the Board.

14. Date of next meeting

The next Board meeting will be held in Cork in May. A doodle poll will be circulated to agree this meeting and also dates for meetings in September and November.

15. Non-executive Session

The Board agreed to postpone the self-assessment questionnaire for the next meeting when more Board members will be present.