

ORDINARY MEETING OF THE BOARD

1:30pm, July 27th 2017

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

Minutes

1. Register of attendance/apologies

Present:	Dr Jerome Coffey
	Mr Michael Conroy
	Ms Orla Dolan
	Dr Anna Gavin
	Dr Fenton Howell
	Mr John McCormack

Apologies:	Dr Cathy Kelly
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In attendance:	Prof Kerri Clough-Gorr
	Ms Rose O'Mahony

2. Minutes of the previous meeting

The minutes of the February 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

There were no matters arising from the minutes that will not be discussed later in the meeting.

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 30/06/2017

The Board reviewed the management accounts to 30th June 2017. They were informed that the Registry has received an additional €100,000 this year to bring its allocation to €2.833 million for the year (Correspondence Item 2). This will allow the Registry to allocate additional resources to essential areas such as Data Protection. The Board thanked Mr Conroy for his efforts in securing this additional funding.

Final Accounts 2016

The Board noted the final accounts for 2016 (Appendix 1). There was no material difference to those reviewed and approved at the February Board meeting. The accounts were submitted to the Department of Health by the 30th June deadline. The management letter on behalf of the Comptroller and Auditor General was attached in Appendix 2.

Tender and Contract matters

The Board was informed that the Lease on the Registry's office would expire in November. Savills have been engaged to negotiate with the landlord on behalf of the Registry. The negotiations are progressing very slowly and the Registry has been advised that the landlord is under no obligation to enter negotiations until nearer the expiry date. The Board recommended continuing negotiations and pushing for an early resolution.

6. Draft Budget 2018

The Board reviewed the draft Budget for 2018. The draft included additional amounts for extra staff, a certification process for CDR's, an organisational review and increased premises costs. The Board approved the budget in draft form but it was agreed that the Director and Registry management will enter discussions with the Cancer Policy Unit of the Department of Health in order to finalise the amount that will be sought for the NCR in the 2018 Estimates process.

7. Director and Senior Management Report

CRS

The Board were informed that the CRS implementation has gone very smoothly. All of the CDRs are live on the system but some are experiencing connectivity issues. The electronic data will go live in September. Once the electronic data is introduced it will slow the progress of the CDRs. The Director is to draft a letter to the CIO of the HSE, Mr. Richard Corbridge regarding the connectivity issues being experienced and copy the Chair. Prof Clough-Gorr emphasized the extraordinary job the NCR team has done implementing the CRS to date. She highlighted the high cost to the organization as a result of implementing without adequate staffing, pointing out that it is not sustainable and will need to be addressed.

HR

It is hoped that the two new CDRs will be in place by October. The delay in recruitment was due to the length of time between submission of the business cases and approval of these business cases, which is a widespread problem in the public sector. The positions have been advertised on PublicJobs.ie and on the Registry's website but the response has been slow. It may be necessary to advertise in the printed media. The Blood Cancer Network Ireland (BCNI) Cancer Data Registrar (CDR) position has been filled but accommodation for the candidate in CUH has not been secured. This is being followed up with the CEO of CUH. The Research Manager position has been offered the preferred candidate and negotiations are ongoing. The Student Internship programme has had five students to date this year. The programme presents the opportunity to complete small projects and has been well received within the Registry.

Data

The Registry is no longer receiving coded death certificates from the CSO. To allow this, a specific memorandum of understanding will need to be drawn up between the Registry and the CSO, which will take up the latter part of the year. There will then be a full year of death certificates to process.

Testing of the electronic side of the CRS has taken a substantial amount of time for the last six months. The introduction of the new GDPR regulations next year will require that all data sources are reviewed and those for which there is no justification in keeping will be dropped. The implementation of the new CRS may affect the Registry's timeliness and completeness indicators for this year.

Cancer Intelligence

Three short trend reports will be produced this year. One on childhood cancers in February, one on HPV associated cancers in May and the next one will be on cervical cancer. The Annual Report is scheduled to be released on the 7th November. It will be circulated to the Board and the Department of Health two weeks prior to publication. The Board requested a report on website metrics for the next meeting. Sixteen scientific papers have been published to date this year. There has been a large increase in the volume of data requests this year.

Directors update

Gratitude was expressed for the needed additional funds and the importance of ensuring they are earmarked for data protection and organisational issues. The Director addressed the progress and implications of the internal review to staff and the organisation. She strongly urged the Board to support a thorough external review of the Registry in 2017. The Board agreed it was important and should be discussed further with the Department of Health.

8. Appointment of Board Secretary

The Board appointed the Finance and Administration Manager of the Registry, Ms Rose O'Mahony, as the Board Secretary.

9. Report of the Audit and Risk Committee

The minutes of the Audit and Risk 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 and Risk Committee had a meeting just prior to the Board meeting.

The Audit and Risk Committee reviewed the draft accounts to 30/06/17. They noted the increased allocation which will relieve any budgetary pressures on the Registry for the current year.

The Committee briefly reviewed the Risk Register. The Committee advised that as many of the newer risks result from insufficient funding and this problem has been alleviated for the current year, that the Register be revised and considered by the Board at the next meeting.

Mr Corne Mouton, from Mazars attended the Committee meeting. He presented the Report on the System of Internal Financial Controls Audit which had one medium priority and four low priority findings. These were considered by the Committee to be minor issues. The Comptroller and Auditor General audit management letter from Kosi Corporation had three findings, one medium priority and two low priority. The final Internal Audit Plan for the 2017 – 2019 cycle was presented to the Committee. The next audit will be of Governance and will take place in November. It will include the Board, the Audit and Risk Committee and Legal and Regulatory issues. Mr Mouton reported that the Follow Up Audit 2013 to 2016 had 32 recommendations, all of which are now closed off. He reported this as being exceptional and really quite extraordinary. This provides the Board with a good degree of assurance on the System of Internal Financial Control in place within the Registry.

10. Service Plan 2017

As the Service Plan is to be revised in light of the increased allocation for 2017 it was agreed that it would be reviewed at the next Board meeting.

11. Risk Register

The Risk Register is to be revised in light of the increased allocation and will be reviewed by the Board at the next Board meeting.

12. Data Protection Audit Report

The Director informed the Board that a Data Protection Committee comprising a representative of each Department has been formed to drive data protection within the Registry. They are in the process of devising a plan to implement the recommendations made in the Report. Each member of the Committee will undertake a course in Data Protection. Quotations for data protection consultancy services have been sought. -The board acknowledged the extent of the work to be completed in implementing the recommendations of the Report. It was requested that data protection be a standing agenda item.

13. Correspondence

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

14 .Other business

It was recommended that a Non-Executive session be added to the agenda for each future meeting. This should satisfy the requirement of the Code of Practice for the Governance of State Bodies that the Board meet at least twice a year without any executives from the organisation present.

10. Date of next meeting

The next Board meeting will be held in Cork at the end of September. A doodle poll will be circulated to agree a date.