

**MEETING OF THE BOARD OF THE
NATIONAL CANCER REGISTRY IRELAND (NCRI)
1st February 2022, 13.00
Conference call**

1. Register of attendance

Present

Name	Details	Initials
Dr Jerome Coffey	Chair	JC
Mr Eamonn Morris	Board Member	EM
Dr Robert O'Connor	Board Member	ROC
Ms Orla Dolan	Board Member	OD
Ms Mary Bourke	Board Member	MB
Prof Mark Lawler	Board Member	ML

Apologies

Dr Cathy Kelly	Board Member	CK
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In attendance

Details	Initials
NCRI Director	D
NCRI Corporate Operations Manager	COM
NCRI IT Manager	ITM

Minutes

NCRI Communications Officer	CO
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2. Declaration of Conflicts of Interest

There were no items on the agenda which gave rise to a conflict of interest.

3. Minutes of the previous meeting

The minutes of the Dec 2021 ordinary meeting and the Jan 2022 extraordinary meeting were approved as written.

4. Open Actions from prior meetings

The Board reviewed the rolling board action log and asked that all ongoing actions be removed and open action completion dates be edited.

Action: CO to update the action log before the next Board meeting

5. Report on external evaluation of Board

The Board reviewed the edited draft Board Excellence report, an independent evaluation of the effectiveness of the NCRI Board of Directors. Member's amendments and suggestions were discussed and the edited draft was approved. The draft report is to be sent to Board Excellence to be further discussed before moving from draft to final and sharing with the Department of Health (DoH).

Action: CO to send the edited draft to Board Excellence and set a meeting between Board Excellence, the NCRI Chair and Director.

6. Board membership - Skills Matrix

The Board is doing an analysis of the current skills mix of Board members to help identify current skillsets, experience and expertise and gaps in skills required to deliver on the NCRI's agreed strategic and business goals. The Chair asked members to compile the skills matrix templates distributed the previous week and to return them so that they can be compiled into a final skills matrix.

Action: Members to complete and return matrix templates to the Chair. Chair to compile and share final skills matrix document with members before the next meeting.

7. 2022 Board schedule

The Board agreed to hold 6 Board meetings in 2022 and that the annual Board agenda should be based on the indicative board work programme template within the Board Excellence report. Members asked that operation deep dives be added to all Board meetings and that these should be presented by department heads and followed by a Q&A session with the Board. It was agreed that one of the 2022 Board meetings should be held on site in Cork and include engagement with NCRI staff. There was a discussion about the Irish Association of Cancer Research (IACR) Annual Conference which will take place in Cork on Wednesday 30/03/22 – Friday 01/04/22.

Action: CO to draft a 2022 Board schedule and send to Chair for final approval and distribution to members.

Action: CO to send members the draft agenda for the IACR Annual Conference.

8. Directors report

The NCRI Director gave a top level operations update.

There was a discussion about Dr Gabriel Scally's planned final progress review of implementation of the recommendations of his Scoping Inquiry into the CervicalCheck screening programme. The NCRI will meet Dr Scally and his team to review implementation of the recommendations relating to the Registry, with the first meeting planned for the 3rd February.

An update was given on the recruitment of a permanent COMs. Interviews have taken place and a suitable candidate has been identified.

The Cancer Registration Manager (CRM) provided the Board with a profile of the staffing, organisation and activity of the Registration Department, the recent and current challenges facing the Department and the mitigations that have been achieved or are planned to help address these challenges.

NCRI's activity metrics and operational and planned activities report were presented and discussed.

Action: The Board asked that dates within the activities report be changed from the current quarterly format to a date format e.g. 31st March by the next Board meeting.

9. ARC report from morning meeting

The ARC Chair presented the ARC report from the morning meeting. The management accounts to the 31st December 2021 were presented. An overall underspend was reported, mostly due to underspend in staff costs as a result of delays in filling a number of vacant posts and unclaimed pensions. The Board were also updated on the internal audit plan, the new corporate risk register, recruitment and HR initiatives and the mitigation of audit findings.

Action: CO to include management accounts in all Board packs going forward.

10. Any other business

OD and CK'S time as Board members expires on the 14th February 2022. The Chair thanked both for their commitment to the Board over the years.

11. Date of next meeting

Action: CO to create Doodle Poll to set all of the remaining 2022 meeting dates.

12. Non - Executive session

A short non- executive session took place with further discussion of the draft external evaluation report and recruitment to the Board.