

**MEETING OF THE BOARD OF THE
NATIONAL CANCER REGISTRY IRELAND (NCRI)
7th April 2022, 13.30
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 Mary Bourke	Board Member	MB
Prof Mark Lawler	Board Member	ML

In attendance

Details	Initials
NCRI Director	D
NCRI Corporate Operations Manager	COM
NCRI IT Manager	ITM
NCRI Strategy & Planning Manager	SPM

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. Directors report

The NCRI Director gave a top level operations update.

The Board was given a summary of the resource evaluation currently underway within the NCRI. So far, work processes and practices of each department have been reviewed in conjunction with the relevant department manager and agreement reached on the requirement to adapt a number of processes, with some activity being deprioritised at present. New ways of working have been adopted to maximise effectiveness and efficiency of data capture initially and an overall project management approach has been introduced for large cross department projects. An options appraisal is now being carried out, looking at the impact of varying elements of increased resources and reduction in data capture, with a particular emphasis on addressing the backlog in registration. The outcome of this analysis and options appraisal will be available at the next Board meeting in June.

An update was given on the NCRI's phased return to the workplace and on the NCRI's plans to introduce a Hybrid Working Plan in 2022 based on the civil service blended working framework.

4. Scally Report: Final progress review

The Board was updated on Dr Scally's visit to the NCRI on 10.03.2022 to discuss the final progress review of implementation of the recommendations of his Scoping Inquiry into the CervicalCheck screening

programme. All of the recommendations specific to the NCRI and made by the Scoping Inquiry were reviewed. The NCRI reported substantial progress against all of the recommendations, with four being deemed to be complete and two additional, near completion. Dr Scally indicated that his final report would be sent to the Minister of Health in early June 2022.

5. Finance Report

The ARC informed the Board that they reviewed the management accounts to the 28th February 2022 during their meeting that morning. The Corporate Operations Manager (COM) informed the Board that the Department of Health (DoH) has confirmed allocation and presented the revised draft budget for 2022 which was approved by the Board. The associated Service Plan was also presented to, and approved by the Board for submission to DoH.

6. Risk Report

The ARC informed the Board that they had reviewed the newly created risk management policy and that they were satisfied with the document and have asked that that the policy be shared with all NCRI staff. They also confirmed that they had reviewed the corporate risk register and that 8 medium level risks were reported and no new risks have been reported since the previous meeting.

7. Service Plan Dashboard

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

8. Strategic Priority #2: Communicate Information

A status summary was given on the actions identified to deliver on the NCRI's strategic pillar: Communicating Information. A variety of key headline actions have been identified for this strategic priority and were outlined in the summary. Underlying these headline actions were specific line items tasks which were identified by the SMT as essential to the successful attainment of this strategic priority.

9. Data Integration: DIM

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

10. Stakeholder Engagement Report

The Board reviewed the Stakeholder Engagement Report. Initial engagements have now been held with the CEOs of all of the public hospital groups and CEOs of the cancer centres, where they differ from the hospital groups. These discussions have been very positive with the hospitals keen to facilitate the NCRI to capture their data and also keen to receive feedback from the NCRI on their cancer patient profiles. Engagement with the private hospitals is planned for Q2 2022.

11. Stakeholder Strategies: Management Team & Employees

The Board was given a summary report on internal stakeholder communication channels currently being used by the NCRI. Internal stakeholder engagement strategies will form part of the NCRI's overall communications plan currently being developed. Internal communication channels currently being used include – quarterly all staff town hall meeting, regular staff feedback surveys, monthly staff newsletters, and the newly created Great Places to Work (GPTW) cross department working group.

12. Board External Evaluation

The edited draft of the Board Excellence report has been sent to, and discussed with Board Excellence who have taken the comments on board and have agreed to come back with the final version which will be shared with Board members before sharing with the Department of Health (DoH).

13. Board Succession Planning

The Chair informed the Board that 11 applications have been received for the two open Board membership positions. The Board has just completed 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, and this will be taken into consideration when the selection process takes place.

Action: Chair to keep Board members updated on the selection process.

14. Board Work Programme 2022 Approval/ Board Training

The Board work programme 2022 was approved and members were asked to contact the Chair if they want training in any specific area.

15. Committee report to Board

The ARC Chair presented the ARC report from the morning meeting. The Board were also updated on the internal audit plan and the mitigation of audit findings.

16. Minutes of the previous meeting

The minutes of the Feb 2022 ordinary meeting were approved as written.

17. Matters arising/ Actions from prior meetings

The Board reviewed the rolling board action log.

18. Any other business

The Board were updated on the tender process for Disaster Recovery (DR) services to the NCRI following the expiry of the previous contract. A supplier was identified via this tender process and a 5 year contract is now in place. While the NCRI has never needed to invoke DR, it does test regularly. The Board approved the appointment.

The Board approved the updating of the NCRI bank mandate to include the new COM as signatory.

The next Board meeting is planned for June.