

**MEETING OF THE BOARD OF THE
NATIONAL CANCER REGISTRY IRELAND (NCRI)
20th June 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
Ms Ellen Farrell	Board Member	EF

In attendance

Details	Initials
NCRI Director	D
NCRI Business & Planning Manager /Board Secretary	BPM
NCRI Corporate Operations Manager	COM

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. Appointment of new Board Member/Board membership

The Board welcomed the new Director, Ms Ellen Farrell to the NCRI. The Chair informed the Board that the Department of Health (DoH) are looking to fill the remaining open Board membership position and are currently looking for a suitable candidate with data management experience. There is currently one open post on the Audit & Risk Committee (ARC) and the filling of this post was discussed. EF expressed interest in joining the ARC. The Board nominated and seconded EF as ARC member.

Action: Chair to keep Board members updated on the selection process for the open Board member position.

4. Directors report

The NCRI Director gave a top level operations update.

The Board was updated on actions taken since 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. At the end of that meeting, the review team indicated that relevant updated information should be provided prior to the publication of the final report. The NCRI Director updated the Board on progress made to date and informed members that the review team have indicated that the final report to the DoH will now be submitted in July.

The NCRI Director gave an update on the recent International Agency for Research on Cancer (IARC) peer review of the NCRI. Initial feedback from the peer review team has been very positive. The IARC team were impressed with the dedication and expertise of all the staff that they met. The timeline from the DoH is that the report would be available within three months of the visit, but the team indicated that the NCRI could expect a first draft earlier than that. The NCRI has committed to doing two further peer reviews over the next number of years.

The Board were given a summary of the recommendations coming out of the recent two NCRI Advisory Council meetings held and HR initiatives currently underway.

There was a discussion about the delay in the appointment of cancer data registrars. The Registry is awaiting sanction for 1 CDR Replacement post, the Business Case of which is with the DoH since Q1 2022 and a further 3.5 posts for which business cases were submitted in Q1 2021. NCRI are reviewing the overall resource needs of the Registration department with DoH aware of this analysis.

5. Committee Report to Board

The ARC Chair presented his report to the Board for review and discussion.

The ARC confirmed their approval of:

1. Report on the System of Internal Financial Control (SIFC) contained in the draft Annual Report
2. The May 2022 Management Accounts

The ARC brought forward the following for Board Approval:-

1. Risk Appetite Statement

The Board agreed to approve the Risk Appetite Statement.

2. Draft 2021 Annual Report and Financial Statements

The ARC recommended that the Draft Annual Report incorporating the Draft Financial Statements and Report on SIFC be adopted by the NCRI Board (NCRB). The Board agreed to so approve and so adopt.

3. Letter of Representation from NCRB to C&AG

The ARC are satisfied to recommend that Chairman and Executive Director would sign it and issue it to the Comptroller and Auditor General. The Board Agreed to approve the Letter of Representation.

6. Service Plan Dashboard

NCRI's activity metrics and operational and planned activities reports were presented and discussed. The Board were given an update on the BreastCheck Interval Cancer Dataset project. During 2021, and following from a recommendation from the Scally Report, the Registry engaged with the National Screening Service (NSS) to integrate BreastCheck electronic data with the NCRI patient database. This project required significant IT development resources to progress. This project was completed as planned in Q2 2022.

7. Cancer Intelligence: CIM

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

The CIM presented its recently created draft publication plan for the next 3 years - a schedule including the NCRI annual report and other NCRI reports that are in the planning phase. The Board members were informed that key stakeholders were engaged and consulted regarding topics, and have been given the opportunity to feedback. The Board members were informed that they would receive a draft of planned publications/reports before their release. The Board welcomed and approved the publication plan.

There was a discussion about the scope of research at the Registry and the planned development of a Research strategy for the NCRI as well as the recruitment of a Research Manager.

Action: Research to be added as an agenda item at the next Board meeting.

8. Stakeholder Engagement Report

The Board reviewed the Stakeholder Engagement Report. Initial engagements have now been held with the CEOs of most of the private hospitals. 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 hospitals cancer patient profiles via annual/biannual reports in a format suitable for all hospitals to help assist hospitals with annual planning. The delivery of these standardized hospital reports to all data providers is due to commence end of July. The Board was also informed of the NCRI'S plan to develop a more structured approach to its engagement with key stakeholders via the development of a key account management system.

9. Resource Allocation presentation

The NCRI Business & Planning Manager (BPM) presented a draft options appraisal for improving timeliness of data collation at the NCRI. The goal of the NCRI is to close all cases for a particular year within fifteen months of that year end. The NCRI has never reached this goal and case closure has been deteriorating year on year, particularly since 2017. Specific events have accelerated the growth in the backlog, but there has also been consistent annual growth outside of these events. Before putting processes in place to ensure timely registration processing, the NCRI recognises the need for immediate and short-term actions to address the current backlog. The presentation assessed the advantages and disadvantages of various scenarios. Based on projected growth rates and stated assumptions the NCRI presented charts which, by implementing specified changes, gave the future projected impact on the registration backlog and the comparison to projected backlog if no such changes were implemented. Based on the information provided, Board members gave the following feedback on the scenarios presented:

- Recommended against the most extreme scenario - Do not collect clinical and pathological TNM stage
- Benchmark other European registries processes and add this to the options appraisal
- Consider rapid registration option
- Share the options appraisal with the IARC peer review team.

ML to connect NCRI with Darren Trainer regarding machine learning

Action: Bring the options appraisal to key stakeholder and have them feedback. Bring updated report to the next Board meeting for approval before presenting to the DoH.

Action: Chair to draft letter to the DoH to introduce and support the final options appraisal report and share this with Board members.

10. Board External Evaluation update

The Board external evaluation was discussed

Action: CO to send most recently updated version of the Board Excellence report to Board members. Members to send any comments they have to the CO and Chair.

11. Minutes of the previous meeting

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

12. Matters arising/ Actions from prior meetings

The Board reviewed the rolling board action log.

13. Any other business

At the Board Meeting of 20.06.2022 the following resolution was passed:-

That:-

1. An Application for an AIB VISA Corporate Credit Card – Executive Credit Card Minimum Limit €4,000 - be made for the following Staff Members
 - a. Executive Director
 - b. Corporate Operations Manager
 - c. Business & Planning Manager
2. That the Board Chair and Audit and Risk Committee Chair would sign as the authorised signatories.

The Board approved the publishing of 2022 Board minutes to the NCRI website following the approval process set out in the NCRI Board Minutes SOP.

The next Board meeting is planned for September 2022.