**National cancer registry board meeting**

 **6th June 2019**

**1. Register of attendance**

Present: Dr. Jerome Coffey (Chair)

 Mr. Eamonn Morris (new member)

 Dr. Robert O’Connnor (new member)

Dr. Fenton Howell

Dr. Cathy Kelly (by video-conference)

Dr. Orla Dolan

Apologies: Dr. Anna Gavin

In attendance: Prof. Kerri Clough (KC)

Dr. Conan Donnelly (CD)

**2. Minutes of the previous meeting**

Approved without change. JC welcomed the two new Board members and noted that Rose O’Mahony had stepped down from her Board role.

**3. Matters arising from the minutes not otherwise on the agenda**

 Nil.

**4. Finance, tender and contract matters**

The financial report was presented. Queries to be addressed with responses to be circulated to Board members by email.

**5. Director’s Report**

Progress and commentary presented in structured Excel format with tabs for Dashboard, 2019 Actions & Objectives, 2019 Operational Activity and Scally implementation.

NCRI HR report presented by Interim HR manager. This includes a six month plan focussing on policies & procedures, staff training & development and performance reviews

**6. Scally Implementation Plan Update**

Fourteen of twenty five specified actions are due for completion in 2019. Some related staffing now in place.

**7. Report of the Audit & Risk Committee**

The ARC met prior to the Board meeting. Mr. Murtagh remaining on the committee. Report presented to the Board

**8. Data Governance and Data Quality Assurance**

The Data Protection Officer, discussed the management of Registry data protection risks from GDPR perspective. This will require regular Board discussion. White paper on data quality assurance circulated and discussed.

**9. Top Risk Report**

Full Risk Register and Report containing items with red RAG status circulated. Active management ongoing.

**10. Any Other Business**

Summary of Board self-assessment evaluation results circulated in keeping with Code of Practice for the Governance of State Bodies (DPER) guidance.

Presentation from Head of Research on the IPCOR study. Issues identified in governance, database and data dictionary and protocol areas. Remedial actions required.

Letters of sanction from the DoH for the recruitment of replacement CDRs x 2, a new CDR supervisor, new e-CDR, replacement data quality officer and replacement IT architect / developer noted.

**11. Non-Executive session**

 Held over due to time constraints.