**Minutes**

**Ordinary Meeting of the Board, 10th October 2019**

**NCCP Offices**

**Register of attendance**

Present: Dr. Jerome Coffey (Chair)

Mr. Eamonn Morris

Dr. Robert O’Connor

Dr. Fenton Howell

Dr. Cathy Kelly

Orla Dolan

Dr Anna Gavin

In attendance: Prof. Kerri Clough

Dr. Conan Donnelly

Shane McQuillan (Crowe)

Niall Gillis (by phone)

Catherine McGovern

Colette Goggin (by phone)

1. **NCRI Strategy**

Crowe have been contracted to support the Registry in implementation of the *Strategic Plan for the National Cancer Registry 2019-2021* and are also assisting the Registry with a number of specific projects including policies and procedures, organisational structure and enhancing accountability within the Registry. There have been a number of challenges to this change process that if unresolved could also impact on the implementation the recommendations of the Scally report that are specific to the NCRI.

Action: Invitation to be issued by the end of next week to the Minister for Health to launch Strategic Plan.  The actual launch date is to be agreed by Friday, 18th October 2019.

1. **DPO update**

The Data Protection Officer reported to the Board on NCRI compliance with DPO legislation (as well as other statutes e.g. Data Sharing & Governance Act 2019) and highlighted that the personal data the Registry collects do not belong to the Registry, it belongs to the individual and it is the responsibility of the Registry to store (retaining only what is needed), anonymise, protect and appropriately use such data. The DPO added that there are penalties under GPDR, as well as a risk to organisational reputation, in the case of data breach, emphasising that data security is critical. A high level gap analysis was carried out on organisational data privacy compliance, including personal data and third party data, and it is proposed that a review will be carried out. The DPO delivered a DPO Privacy Overview report which set out the necessary steps to be taken to ensure that the Registry is in full compliance with all DP legislation. The report indicated that the Project Planning and Approval phase be conducted in Q4 ’19 and Q1 ’20.It is envisaged that such a project will take 2 years to complete and will result in a fully compliant organisation.

Action: NCRI to consider the use of a third party to conduct Penetration Tests on its computer systems, networks and web applications to ensure that there are no security vulnerabilities that an attacker could exploit. C Goggin to provide action plan at November Board.

1. **Finance update**

Update by interim Finance Manager.

Finance is a corporate support service which also includes risk and compliance aspects. There have been challenges around staff engagement with structure and corporate processes. Crowe to assist with a gap analysis of processes.

Budget management to be addressed next year with devolved responsibility in relation to its management. Identification of manual processes has started with a view to a move to automation e.g. travel and subsistence, payroll and pensions, etc.

Agreed that a clear organisational structure within Corporate Services is key to implementing the strategy. Addressing this and related issues will put the organisation in a better place and future proof the organisation.  Any risks and corrective actions will input into the Audit and Risk Committee through the Risk Register.

Risks around research grant administration and monitoring process were reported to the Audit and Risk Committee and a process has been started within Research with Corporate Services supporting, to put enhanced controls in place for existing Research Grants. The organisation’s risk register will also be submitted for next meeting.

J Coffey formally proposed Eamonn Morris for membership of the Audit and Risk Committee and this was agreed by all Board members.

1. **Scally implementation plan update**

The Scally implementation plan update was included in the circulated Board pack, noting that there a numerous actions for Q3 and the Registry may not have things closed off for Q4. The Registry is developing an MOU with screening which will need to be signed off in the next 3 weeks.

Dr. Scally will be producing an implementation report at the end of the year and will meet NCRI Director in the coming weeks.

The Registry is establishing minimum dataset and, to date, has removed 96 data points which has had a transformative effect from a resource perspective.

IT project overview brief to be circulated to the Board. The system will be able to record the no. of patients on clinical trials. It will take at least a year to get the first estimates of the number of patients on clinical trials.

C McG raised the matter of the Registry CDRs getting remote access to hospital systems, which is included in the Scally implementation plan. J Coffey requested further details and he will identify appropriate HSE contact to assist in the matter.

1. **Operations update**

Although the Interim Finance and Administration Manager is in place from 1st August, concern was expressed that this appointment is for a 3 month period, with the appointment due to expire at the end of October.  On the date of the meeting, 10th October, nothing had been formalised with regard to an extension or the appointment being made permanent.  KC to ensure this is addressed as a matter of urgency.

Crowe will assist with the formalisation of processes. Management are happy with overview of policy and procedures as a starting pointing to include a review date. Data Protection officer is also in place.

K Clough and N Gillis will be meeting soon to finalise the budget and will provide an update at the next Board meeting.

Concerns were raised regarding the recruitment and retention of new staff and this will require further discussion.

The Irish Prostate Cancer Outcomes Research (IPCOR) project was discussed again and the Registry (C Donnelly) has been working with the project team on producing useful output from the available data. The Blood Cancer Network Ireland (BCNI) project has a stronger structure and is ongoing.

Agreed that Research to be an agenda item at next Board meeting.

1. **AOB**

* Correspondence noted from DoH re. Public body requirement, including NCRI, to incorporate the collection of identifier Eircodes into data collection systems.
* C Donnelly drafted Terms of Reference for Peer-review (by IARC) of the National Cancer Registry Ireland. Board members to review and come back to C Donnelly with any edits in next 2 weeks.
* The Board congratulated Kerri and Conan on the recent International Cancer Benchmarking Project (ICBP) publication in the Lancet Oncology agreeing that it was a positive message reflecting significant improvements in Irish cancer survival rates. Paul Walsh (co-author on the paper) contributed the NCRI data.

1. **Date of next meeting**

Thursday, November 28th in Cork. S Wright to circulate meeting invite to Board members.

1. **Non-Executive Session**

Some of the items discussed earlier in the meeting were revisited. Options to support the change management process at staff level require development. The introduction of a performance measurement system is an obligation under the Code of Practice for the Governance of State Bodies (DPER, 2016). Additional senior management capacity in operational and corporate function areas is clearly required to allow time for the Director to focus on strategic issues and Registry relationships with other agencies and organisations.

Discussion of this final item on the Board agenda was concluded at 16.15.