**ORDINARY MEETING OF THE BOARD OF THE NATIONAL CANCER REGISTRY Ireland (NCRI)**

 **28th NOVEMBER 2019, nCRI oFFICE CORK**

**1. Register of attendance**

Present: Dr. Jerome Coffey (Chair) (JC)

 Dr. Fenton Howell (FH)

 Orla Dolan (OD)

 Dr Anna Gavin (Phone) (AG)

 Mr. Eamonn Morris (Phone) (EM)

 Dr. Robert O’Connor (Phone) (EM)

Apologies: Dr. Cathy Kelly

 Dr. Conan Donnelly

In attendance: Prof. Kerri Clough (KC)

 Ms. Catherine McGovern (CMcG)

 Mr. Niall Gillis (NG)

 Ms. Siobhan Wright (SW)

**2. Minutes of the previous meeting**

CMcG updated the Board on the penetration tests conducted on its computer systems, networks and web applications. Three issues arose from the test, two of these have already been resolved the third is being look at by the disaster recovery team.

**Action:**NCRI to conduct annual penetration tests going forward.

The minutes of the October 2019 meeting were approved as written.

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

There were no matters arising.

**4. Declaration of Conflicts of Interest**

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

JC informed the Board that he has stepped down from his role as National Director at the National Cancer Control Programme (NCCP), but will remain chair of the National Cancer Registry Ireland (NCRI) Board until the NCCP National Director post is permanently filled.

**5. Directors Report**

KC presented the Director’s report to the Board and updated them on the plans for G. Scally to visit the Registry on the 3rd of December for a Scally Review update meeting.

The Board requested that the Director’s Report be revised and similar formatting be used throughout the document. KC reported that there are two data reports in test for monitoring the business and when finalized will be made available to the Board.

**6. NCRI Strategy**

An update was given on the launch of the NCRI’s new Strategic Plan and the Ministers office’s request to move the launch out to early 2020. The Board approved NCRI’s plan to change the dates on the Strategic Plan from 2019 – 2020 to 2020 – 2022 in line with deferred launch date.

**Action:**SW to re contact the Minister’s office in mid-January to agree a date in early 2020 for the launch.

**7. Information Governance Project Proposal**

KC presented the Information Governance Project Proposal to the Board. This is a proposal to extend the Privacy Project referenced by the DPO in her report to Board on the 10.10.19 to a full Information Governance Project. This Project will address all Data Privacy compliance issues.

KC also presented the NCRI Transformation Project Proposal to combine the various NCRI change initiatives (Scally, corporate strategy, modernisation, National Cancer Strategy, Governance etc.) into a single Transformation Project under unified management and governance structures. The idea to develop a consolidated project implementation plan covering all NCRI change-related project was presented and the Board were asked to give their feedback. The Board recognised the work carried out on change initiatives to date and emphasised that this work be acknowledged within the final Implementation Plan. The Board pointed out that getting staff buy-in is key to the success of the project. The Board endorsed the Transformation Project proposal.

**Action:** Transformation Project to be included as standing item on Board agenda going forward.

**Action:** Operations and costing plan for the NCRI Transformation Project to be presented at the next Board meeting.

**8. Finance Update**

Management Accounts to the 31st October 2019 were presented to the Board and a forecast to the 31st December 2019 was also reviewed. NG acknowledged the hard work of his team in the implementation of a new month - end closing process and the production of timely accounts for the Registry and the Board Meeting.

The forecast for 2019 is currently showing a full year drawdown of €3.24m. This is forecast €182k less than the allocation for the year and is primarily due to unspent pension’s lump sums on retirement of €160K. The actual spending of this sum is outside the control of the Registry and is included in the allocation based on retirement eligibility. Training costs budget also underspent YTD as requests have been lower than anticipated. FH reported to the Board that the A&R Committee have recommended that where possible unspent training budget be spent.

**9. Scally Implementation Plan Update**

CMcG presented the update to the Board acknowledging that the report was outdated and that an updated version was being prepared for the December 3rd meeting with G. Scally.

**Action:** SW to send updated version to Board members as soon as it is finalized.

CMcG reported that a MOU between the NCRI and National Screening Service (NSS) has been signed and will put in place a structure for collaborative working over the next year. She also reported that NCRI is currently in dialogue with the Health Information Unit (HIU) and the HSE National Cancer Control Programme (NCCP) to prepare an MOU to oversee collaborative activity. The Board were appreciative of efforts made to date and JC noted that external relationships will continue.

**10. Report on Data Architecture**

CMcG reported that the Data Architecture tender has been published and will close in January on the advice of the OGP. The Board thanked CMcG for her efforts in getting this published.

**Action:** CMcG to report tender responses/reward at next Board meeting.

**11. Top Risks Report**

FH presented the Top Risks to the Board reporting that the two top registration risks tied into the implementation of MedLis and are out of the control of the ncrias it is a passive participant in its roll out. He also reported that the NCRI are in the process of recruiting a new HR manager and that staff and human resources risks will be updated and addressed as soon as the position has been filled. He informed the Board of NCRI’s plans to embed projects underway to address tops risks into the NCRI Transformation Plan, and project manage as part of this. He also advised the Board that going forward the A&R Committee, in addition to looking at top risks, would do an in-depth review of two areas within the register at each A&R meeting.

NG reported that the tender document for an Internal Audit Cycle 2020 -2023 has been updated and sent to the OGP for publishing on Monday 2nd December. Reward likely to be end of January 2020.

FH gave an update on the Mazars Report and informed the Board that the NCRI are in a process of mitigating the risks which have arisen from the report and that these risks will be added to the risk register and reported on at the next meeting.

**12. Any Other Business**

JC requested an update from the NCRI on the number of consumer facing events planned for 2020.

AG gave an update on the N. Ireland Cancer Registry‌ Strategy which is planned to launch in 2020 and informed the Board that she will share it with them as soon as it is available. She also invited the Board to hold one of their 2020 meetings in the N. Ireland Cancer Registry office.

NG made a request to the Board to replace one of the current NCRI Internet Business Banking (iBB) administrators to avoid potential risks (current administrator is setting up, amending and authorising payments). This was approved by the Board.

**13. Date of next meeting**

SW to create Doodle Poll and confirm next meeting date and circulate meeting invite to Board members.

**14. Non - Executive session**

Due to time restrictions no non - executive session was held