

NCCP Internal Management Forum
MS Teams
07/06/23 @ 2pm

Attendees: R Ó Laoide (Chair), F. Bonas, P. Cafferty, T. Hanan, T. McCarthy, C Mellett, L. Mullen, N. Newcombe and E. O'Toole.

Apologies: P. Heckmann

Invited: H. Burns, M. Cox, T. Flattery J. Gleeson, L Ryan

	Discussion	Actions
1)	<p>Minutes of 23rd May meeting were agreed.</p> <p>Matters Arising – see actions</p>	
2)	<p>Risk Register</p> <ul style="list-style-type: none"> • Update was provided by J. Gleeson • Risk Register will be discussed at next NCCP National Executive meeting 	
3)	<p>HR</p> <p>a) NCCP Posts</p> <ul style="list-style-type: none"> • Update was provided by M. Cox of NCCP posts allocated for 2021-2022 <p>Actions:</p> <ul style="list-style-type: none"> • All programmes to provide HR with details of narrative on resulting progress of programmes/NCS recommendations from NCS investment by Wednesday 14th June. <p>b) CEO Memos re Senior Management and Recruitment Management</p> <ul style="list-style-type: none"> • Memos were discussed • Specific implications for NCCP posts to be provided by P. Cafferty at next meeting. 	<p><i>All Programmes</i></p> <p><i>P. Cafferty</i></p>

	<ul style="list-style-type: none"> • HR are progressing with work within guidelines 	
4)	<p>Cancer Centre Profile</p> <ul style="list-style-type: none"> • Update was provided by L. Ryan <p>Action:</p> <ul style="list-style-type: none"> • SACT hospitals and radiation oncology network to be included in next iteration. • IMF to feedback to L. Ryan. 	
5)	<p>DOH Engagement</p> <ul style="list-style-type: none"> ○ KPIs – full review <ul style="list-style-type: none"> - Discussions are ongoing ○ North/South cooperation <ul style="list-style-type: none"> - Engagement is ongoing with DOH. - DOH has established a group – progress update to be requested from DOH ○ Surgical Centralisation <ul style="list-style-type: none"> - Engagement is ongoing with DOH 	
6)	<p>Website Update</p> <ul style="list-style-type: none"> • NCCP information on HSE website is being reviewed • List of NCCP booklets/leaflets has been circulated to all for review • Work is ongoing on the development of a website process document • Social media process is being updated <p>Action: Website process document to be discussed at future IMF meeting</p>	C. Mellett
7)	<p>AOB</p> <ul style="list-style-type: none"> • Integrated Financial Management System – HSE – expected to result in changes to the approach to invoicing and cost centres for the NCCP. <p>Action: Update to be given at next IMF meeting by M. Cox/J/ Gleeson</p>	

	<ul style="list-style-type: none"> • Q-Pulse <ul style="list-style-type: none"> - Noted that appropriate document management system is a key safety issue for cancer services, particularly for guidelines, regimens etc. - Date to be advised when available for implementation in NCCP <p>Action: NCCP National Director to be advised if delay to document management system</p> <ul style="list-style-type: none"> • Blended Working applications to be submitted by Wednesday 14th June. • Annual implementation report for the Early Diagnosis of Symptomatic Cancer Plan 2022-2025 was discussed. • NSS have requested NCCP representative for CervicalCheck Clinical Advisory group • Performance Report <p>Action: IMF agreed that one report would be developed with option to add addendums. To be discussed with Cancer Intelligence team</p> <ul style="list-style-type: none"> • Beaumont Cancer Review meeting <p>Action: R. Ó Laoide to consider next steps</p>	<p><i>P. Cafferty</i></p> <p><i>All</i></p> <p><i>R. Ó Laoide / T. McCarthy / P. Cafferty</i></p>
	Next IMF meeting: Tuesday June 20th 2023.	

Open actions

No.	Date	Details of action	Responsible	Status
1	14/03/23	HSE National Repository		
		a) E. O'Toole to give an update on national central repository and provide briefing on PPG guidelines	<i>a)E. O'Toole</i>	
	14/03/23	Pancreatic Guideline:		
		b) To be discussed when colorectal guideline discussions have concluded. Lead and group will be needed.	<i>b)R. Ó Laoide</i>	

2)	14/02/23	<ul style="list-style-type: none"> NCCP KPIs to be reviewed when Cancer Intelligence Lead in place 	All	
3)	25/04/23	National Cancer Strategy – implementation progress <ul style="list-style-type: none"> Key achievements to be presented at IMF meeting every three months 	All programmes. ND Office to coordinate overall collation.	
4)	09/05/23 07/06/23	HR NCCP Posts <ul style="list-style-type: none"> All programmes to provide HR with details of narrative on resulting progress of programmes/NCS recommendations from NCS investment by Wednesday 14th June. CEO Memos re Senior Management and Recruitment Management - Specific implications for NCCP posts to be provided by P. Cafferty at next meeting. 	All programmes P. Cafferty	
5)	09/05/23	NCCP FOI Staff <ul style="list-style-type: none"> R. Ó Laoide to review current operating model and revert to IMF 	R. Ó Laoide	
6)	09/05/23	NCRI are consulting on their strategic plan <ul style="list-style-type: none"> IMF to send feedback to T. McCarthy 	All	
7)	07/06/23	Cancer Centre Profile <ul style="list-style-type: none"> IMF to feedback to L. Ryan 	All	
8)	07/06/23	Website Update <ul style="list-style-type: none"> Website process document to be discussed at future IMF meeting 	C. Mellett	
9)	07/06/23	Integrated Financial Management System <ul style="list-style-type: none"> Update to be given at next IMF meeting 	M. Cox/J. Gleeson	
10)	07/06/23	Q-Pulse <ul style="list-style-type: none"> NCCP National Director to be advised if delay to document management system. 	All	
11)	07/06/23	Performance Report <ul style="list-style-type: none"> IMF agreed that one report would be developed with option to add addendums. To be discussed with Cancer Intelligence team 	R. Ó Laoide/P. Cafferty/T. McCarthy	
12)	07/06/23	Beaumont Cancer Review Meeting <ul style="list-style-type: none"> R. Ó Laoide to consider next steps 	R. Ó Laoide	
		DOH ENGAGEMENT:		
1	28/03/23	<ul style="list-style-type: none"> Diagnostics <ul style="list-style-type: none"> Paper to be drafted on diagnostics developments in Cancer 	T. McCarthy	
2)	09/05/23	<ul style="list-style-type: none"> Diagnostics <ul style="list-style-type: none"> P. Cafferty to discuss with R. Ó Laoide 	P. Cafferty	

Actions completed since previous meeting

No.	Date	Details of action	Responsible	Status
1	09/05/23	HR NCCP Posts <ul style="list-style-type: none"> HR to collate a chart update at next meeting for 2021-23 details, showing allocation of NCCP posts 	<i>P. Cafferty/V. Wilkinson</i>	complete
2	28/02/23	Risk Register <ul style="list-style-type: none"> a) NCCP5 to be discussed further and proposed changes to be discussed at future SMT meeting b) NCCP10 to be discussed further and proposed changes to be discussed at future SMT meeting 	<i>a) P. Cafferty/F. Bonas/E. O'Toole</i> <i>b) P. Cafferty / T. McCarthy</i>	complete
3	28/02/23	Business & Planning Update NSP process to be reviewed before commencing NSP 2024 process	<i>P. Cafferty</i>	complete