

**NCCP Internal Management Forum
MS Teams
21/06/23 @ 11am**

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

Apologies: F. Bonas, P. Heckmann, T. McCarthy

Invited: H. Burns, M. Cox, I Dawkins, T. Flattery

	Discussion	Actions
1)	<p>Minutes of 7th June meeting were agreed.</p> <p>Matters Arising – see actions</p>	
2)	<p>IFMS Project Update</p> <ul style="list-style-type: none"> Update was given by M. Cox on integration of HR & Finance Systems System will go live for NCCP on July 3rd 2023 Nominees will be sought from STP and NCIS teams to support implementation of new system. <p>Action:</p> <ul style="list-style-type: none"> A further update on progress will be provided at a future meeting 	M. Cox
3)	<p>Public & Patient Engagement at NCCP</p> <ul style="list-style-type: none"> HSE Better Together document was noted by IMF. <p>Action:</p> <ul style="list-style-type: none"> Update on implementation of Patient Engagement plan for NCCP to be provided at future IMF meeting in the Autumn. Feedback on the HSE Better Together to be provided. 	<p>L. Mullen/E O'Toole</p> <p>L. Mullen/R. Ó Laoide</p>

4)	Draft Genetics & Genomics Testing Guidance TOR <ul style="list-style-type: none"> Document was noted and will be discussed at upcoming meeting. 	
5)	Cancer Services Pathology UL <ul style="list-style-type: none"> Item will be discussed at future meeting. 	
6)	NCCP Quality & Audit Forum <ul style="list-style-type: none"> Discussion on the AQR days (Breast/Lung/Urology) that had been held by NCCP in the past. The value of these meetings was noted. <p>Action:</p> <ol style="list-style-type: none"> Proposal on how to move forward to be drafted by team involved (Fiona/Eileen/Eve/Catherine/Nerissa) Discuss forward plan with NCCP Clinical Forum at future meeting. 	<p><i>F. Bonas & team</i></p> <p><i>R. Ó Laoide</i></p>
5)	DOH Engagement <ul style="list-style-type: none"> KPIs – full review North/South cooperation <ul style="list-style-type: none"> DOH has established a group – progress update to be requested from DOH Surgical Centralisation <p>Action:</p> <ul style="list-style-type: none"> All agenda items have been progressed. Discuss with DOH to close out. 	<p><i>R. Ó Laoide</i></p>
6)	AOB <ul style="list-style-type: none"> Staff Day to be added to next IMF Agenda (E. O’Toole) Performance Management <p>Action: All to provide HR with an update on performance management meetings completed with their teams, by Wednesday 28th June.</p> <ul style="list-style-type: none"> UK & Ireland Global Cancer Network – note for discussion at next IMF meeting. 	<p><i>All</i></p>

	<ul style="list-style-type: none"> Internal IT Infrastructure <ul style="list-style-type: none"> New wifi system will be implemented end July/beginning of August 2023. Major issue with slow network speed which is affecting work productivity. <p>Action: Metrics to be gathered on time taken to download files. Summary information to be provided to R. Ó Laoide for onward communication with CIO as required.</p>	<i>P. Cafferty</i>
	<ul style="list-style-type: none"> Performance Report <ul style="list-style-type: none"> To become standard agenda item at IMF once a month <p>Action: Work ongoing on changing the performance report to meet internal requirements</p>	<i>I. Dawkins</i>
	<ul style="list-style-type: none"> Board Performance & Planning meeting taking place, June 23rd 2023 Alliance Community Network meeting took place on June 13th 2023 NCIS – query on scheduling functionality <p>Action: Update to be provided at next IMF meeting</p>	<i>N. Newcombe</i>
	<ul style="list-style-type: none"> HSE planning for NSP 2024 will commence at the beginning of July. Radiation Oncology Guideline launch will take place on June 29th. Hereditary Cancer Model of Care launch took place on June 16th. 	
	Next IMF meeting: Tuesday July 4th 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)	07/06/23	Website Update <ul style="list-style-type: none"> Website process document to be discussed at future IMF meeting 	C. Mellett	
6)	07/06/23	Q-Pulse <ul style="list-style-type: none"> NCCP National Director to be advised if delay to document management system. 	All	
7		DOH ENGAGEMENT: <ul style="list-style-type: none"> Discuss with DOH to close out. 	R. Ó Laoide	
8	28/03/23	Diagnostics <ul style="list-style-type: none"> Paper to be drafted on diagnostics developments in Cancer 	T.McCarthy	
9	21/06/23	IFMS Update on progress to be provided at future meeting.	M. Cox	
10	21/06/23	Patient Engagement <ul style="list-style-type: none"> Update on implementation of Patient Engagement plan for NCCP to be provided at future IMF meeting in the Autumn. Feedback on the HSE Better Together to be provided 	L. Mullen L. Mullen/R. Ó Laoide	
11	21/06/23	AQR Days <ul style="list-style-type: none"> Proposal on how to move forward to be drafted by team involved Discuss at future NCCP Clinical Forum meeting 	(Fiona/Eileen/Eve/ Catherine/Nerissa) R. Ó Laoide	
12	21/06/23	Performance management <ul style="list-style-type: none"> All to provide HR with an update on performance management by 28th June. 	All	
13	21/06/23	Internal ICT <ul style="list-style-type: none"> Information on download metrics and network issues to be provided to Risteárd for discussion with CIO, as appropriate. 	P. Cafferty	
14	21/06/23	Cancer performance and activity report <ul style="list-style-type: none"> Report format to be updated. 	I. Dawkins	

15	21/06/23	NCIS <ul style="list-style-type: none"> Update on query on scheduling functionality to be provided at next meeting. 	N. Newcombe	
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Actions completed since previous meeting

No.	Date	Details of action	Responsible	Status
1	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	
2	09/05/23	NCRI are consulting on their strategic plan <ul style="list-style-type: none"> IMF to send feedback to T. McCarthy 	All	
3	07/06/23	Cancer Centre Profile <ul style="list-style-type: none"> IMF to feedback to L. Ryan 	All	
	07/06/23	Integrated Financial Management System Update to be given at next IMF meeting	M. Cox/J. Gleeson	
	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	
	07/06/23	Beaumont Cancer Review Meeting R. Ó Laoide to consider next steps	R. Ó Laoide	