

**NCCP SMT
NCCP Offices
28/03/23 @ 10.30am**

Attendees: R Ó Laoide (Chair), F. Bonas, T. McCarthy

Apologies: P. Cafferty, L Mullen , T. Hanan, P. Heckmann

Invited: M. Cox, C Mellett, E. O’Toole, T. Flattery

	Discussion	Actions
1)	<p>Minutes of 14th March meeting were agreed.</p> <p>Matters arising</p> <p style="padding-left: 20px;">1) Blended Working Policy</p> <p>Actions:</p> <ul style="list-style-type: none"> a) NCCP Blended Working Policy will be offered to all. b) SMT to review policy with teams c) Health & Safety form to be completed by staff member, form to be signed off by Line Manager who will keep a formal record of the outcome of meeting d) Meetings to be concluded by 1st May 2023 	<p><i>b), c), d) SMT members and relevant Line Managers</i></p>
2)	<p>Business & Planning Update</p> <p>Actions:</p> <ul style="list-style-type: none"> a) Meeting to be arranged with R. Ó Laoide to finalise NSP posts. b) Planning process for NSP 2024 to commence soon 	<p><i>a)P. Cafferty</i></p> <p><i>b)P. Cafferty</i></p>
3)	<p>National Cancer Strategy Implementation Report queries</p> <p>Actions:</p> <ul style="list-style-type: none"> a) F. Bonas to discuss some queries with T. Hanan/T. McCarthy b) M. Cox to review queries for Business & Planning 	<p><i>a)F. Bonas, T. Hanan, T. McCarthy</i></p> <p><i>b)M. Cox</i></p>

4)	Rare Diseases Plan Review 2014 – 2018 & Development of New Plan Action: <ul style="list-style-type: none"> • F. Bonas will be NCCP representative for rare diseases 	<i>F. Bonas</i>
5)	Draft Briefing Note Template EMT Document was discussed Action: <ul style="list-style-type: none"> • Draft briefing note template and guidelines document to be circulated to SMT 	<i>T. Flattery</i>
6)	DOH Engagement <ul style="list-style-type: none"> ○ Diagnostics Action: <ul style="list-style-type: none"> • Paper to be drafted on diagnostics developments in Cancer <ul style="list-style-type: none"> ○ KPIs – Full Review ○ As Is” report for Cancer Services. ○ North/South Cooperation Action: <ul style="list-style-type: none"> • Information on North/South/NCI Consortium to be shared with F. Bonas 	<i>T. McCarthy/R. Ó Laoide</i> <i>T. McCarthy</i> <i>P. Cafferty</i> <i>P. Cafferty</i> <i>R. Ó Laoide</i>
7)	AOB <ul style="list-style-type: none"> • All NCCP teams should have transitioned to using MS teams for virtual meetings • Cyber Security Training – all NCCP colleagues to have completed by end of May 2023 • NCCP nominee for NIMIS Programme Board – discuss with C. Faul 	<i>All</i> <i>R. Ó Laoide</i>
Next SMT meeting: Tuesday 25th April 2023.		

Open actions

No.	Date	Details of action	Responsible	Status
1	14/02/23	Accreditation – Current NCCP Guidelines –		

	<p>iPAAC Colorectal Guideline:</p> <p>a) EOT's team to review guideline, collaborate internally and identify questions/issues for discussion with Leads Group, in the context of the accreditation process and alignment with NCIS.</p> <p>b) Meeting with Clinical Leads Group to be arranged to discuss guideline.</p> <p>HSE National Repository</p> <p>c) E. O'Toole to give an update on national central repository and provide briefing on PPG guidelines</p> <p>d) Update on review of iPAAC guidance on colorectal and pancreatic cancer.</p> <p>Pancreatic Guideline:</p> <p>e) To be discussed when colorectal guideline discussions have concluded. Lead and group will be needed.</p>	<p>a) E. O'Toole</p> <p>b) N. Keating (F. Bonas)</p> <p>c) E. O'Toole</p> <p>d) E. O'Toole, N. Keating and F. Bonas</p> <p>e) R. Ó Laoide</p>		
2)	14/02/23	<ul style="list-style-type: none"> NCCP KPI's to be reviewed when Cancer Intelligence Lead in place 	All	
3)	28/02/23 28/03/23	<p>Business & Planning Update</p> <ul style="list-style-type: none"> NSP process to be reviewed before commencing NSP 2024 process Meeting to be arranged with R. Ó Laoide to finalise NSP 2022 	P. Cafferty	
4)	28/02/23	<p>Risk Register</p> <p>a) NCCP5 to be discussed further and proposed changes to be discussed at future SMT meeting</p> <p>b) NCCP10 to be discussed further and proposed changes to be discussed at future SMT meeting</p>	<p>a) P. Cafferty/F. Bonas/E. O'Toole</p> <p>b) P. Cafferty / T. McCarthy</p>	
5)	28/02/23	<p>Research</p> <ul style="list-style-type: none"> NCCP ANDs to provide C. Mellett with details on current research involvement for their respective areas of responsibility. C. Mellett to provide template. 	All	
6)	14/03/23	<p>NCCP FOI Process</p> <p>a) NCCP FOI process to be discussed at next meeting</p> <p>b) Identify structures in place in HSE clinical programmes for the management of FOI's</p> <p>c) Review complement of NCCP employees to administer the process</p>	<p>a) P. Heckmann</p> <p>b) N. Keating</p> <p>c) R. Ó Laoide</p>	
7)	28/03/23	<p>NCCP Blended Working Policy</p> <p>a) NCCP Blended Working Policy will be offered to all.</p> <p>b) SMT to review policy with teams</p>	<p>b), c), d) SMT members and</p>	

		c) Health & Safety form to be completed by staff member, form to be signed off by Line Manager who will keep a formal record of the outcome of meeting Meetings to be concluded by 1 st May 2023	<i>relevant Line Managers</i>	
28/03/23		National Cancer Strategy Implementation Report queries a) F. Bonas to discuss some queries with T. Hanan/T. McCarthy b) M. Cox to review queries for Business & Planning	a)F. Bonas, T. Hanan, T. McCarthy b)M. Cox	
28/03/23		Draft Briefing Note Template EMT • Draft briefing note template and guidelines document to be circulated to SMT	<i>T. Flattery</i>	
		DOH ENGAGEMENT:		
14/02/23		• Cancer Strategy KPI's –engage with Deirdre Murray	<i>P. Heckmann / T. McCarthy</i>	
14/02/23		• 2018 data and evidence to be updated on Surgical Centralisation	<i>P. Cafferty</i>	April 2023
28/02/23 28/03/23		• North/South Cooperation - Further inputs to be gathered from NCCP ANDs for inclusion in submission to DOH - Information on North/South/NCI Consortium to be shared with F. Bonas	<i>F. Bonas</i> <i>R. Ó Laoide</i>	
28/03/23		• Diagnostics - Paper to be drafted on diagnostics developments in Cancer	<i>T.McCarthy</i>	

Actions completed since previous meeting

No.	Date	Details of action	Responsible	Status
	14/03/23	HSE Annual Report 2022 • Update to be provided at next meeting from feedback received	<i>M. Cox</i>	Completed
	14/02/23 14/03/23	Blended Working Policy 1) Meeting to be arranged with SMT to discuss issues to implement policy Q&A documentation HSE HR to be circulated.	1) <i>P. Cafferty</i> 2) <i>V. Wilkinson</i>	Completed
	14/03/23	NCCP Website • Editorial Board to be established and chaired by C. Mellett. Nominees to be sought.	<i>C. Mellett</i>	Completed
	14/03/23	NCCP Tumour SOP Guidelines • Guideline to be published on NCCP Website • Review the development of tumour-specific tumour conference guidance SOP documents by the NCCP Tumour Leads Groups	<i>P. Heckmann/F. Bonas</i>	Completed
	14/02/23 28/02/23	• “As Is” report for Cancer Services to be discussed in meeting with DOH • Update on discussions with DOH to be provided to R. Ó Laoide and template to be provided by mid-March	<i>P. Cafferty</i>	Completed

	14/02/23	<ul style="list-style-type: none"> • Survey on haemato-oncology infrastructure being undertaken using agreed specification document • Document to be shared with TH 	<i>P. Heckmann</i>	Completed
	14/03/23		<i>P. Heckmann</i>	
	28/03/23	Rare Diseases Plan Review 2014 – 2018 & Development of New Plan F. Bonas will be NCCP representative for rare diseases	F. Bonas	Completed