

NCCP Internal Management Forum NCCP Offices 09/05/23 @ 10.30am

- Attendees: R Ó Laoide (Chair), F. Bonas, P. Cafferty, T. Hanan, P. Heckmann, T. McCarthy, C Mellett, L. Mullen and E. O'Toole.
- Apologies: None

Invited: T. Flattery, V. Wilkinson

	Discussion	Actions
1)	 Minutes of 25th April meeting were agreed. Matters Arising a) Responsibility for implementation progress - National Cancer Strategy – Coordination will be undertaken by the National Director's office. 	R. Ó Laoide
	Action: Key achievements to be presented at IMF meeting every three months	All (Coordination by ND Office)
	 b) National Repository – update to be provided after next PPG meeting 	
2)	 TORs – EMT/SMT TORs were discussed. IMF TOR was approved. TORs for National Executive were noted and will be considered by the Executive. Regular bilateral meetings will be arranged with National Screening Service 	
3)	 HR An update was provided on staff recruitment Action: All programmes to provide details of staffing and narrative on resulting progress of programmes/NCS recommendations from additional staffing. 	All programmes

	HR to collate a chart update at next meeting of these details, showing allocation of NCCP posts	P. Cafferty/V. Wilkinson	
	Memo re Financial Controls Framework		
	Action: HR to provide clarification on Haddington Road replacement hours	P. Cafferty/V. Wilkinson	
4)	 ECHoS kick off meeting Update was given on Cancer Mission Hub (3 year project) Stakeholder meeting is planned for September 2023 		
	Action: Cancer Mission stakeholder meeting agenda to be circulated for input	C. Mellett	
5)	 NCCP FOI Staff Overview was given of current NCCP operating model 		
	Action: R. Ó Laoide to review current operating model and revert to IMF	R. Ó Laoide	
6)	DOH Engagement		
	Work is ongoing re:		
	 Diagnostics 	T. Mc.Carthy	
	 As Is" report for Cancer Services. 	P. Cafferty	
	 North/South Cooperation 	F. Bonas	
	 Steering group is being set up by DOH with North/South representation 		
	o Centralisation	P. Cafferty	
	Action: P. Cafferty to discuss with R. Ó Laoide		
7)	АОВ		
	 a) NCCP Blended Working policy document was discussed 		
	b) Data – ANDs to review data for possible publication	b)P. Cafferty/P. Heckmann/F. Bonas/T. McCarthy	

c)	 NCRI are consulting on their strategic plan. NCCP continue to meet with NCRI every 1-2 months. TMcC gave an update on most recent meeting. NCRI would welcome input on their next strategic plan. Individual projects with NCRI are also progressing - one in relation to NCIS as a data source and one a collaboration with NHIU (National Health Intelligence Unit) on incorporation of NCRI data into the Health Atlas. 	
Action	: IMF to send feedback to T. McCarthy	C(i)All
d)	SACT – Query raised re. role of hospitals outside the current 26 SACT hospitals.	
e)	Conference application form to be circulated	
f)	Progress on universal access to hair pieces, breast prosthesis and bra provision was noted.	
g)	ANP Forum – 10 th May	
h)	Hereditary Model of Care launch – 16 th June	
Next S	MT meeting: Tuesday 23 rd May 2023.	

Open actions

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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	a)E. O'Toole			
	14/03/23	Pancreatic Guideline: b) To be discussed when colorectal guideline	b)R. Ó Laoide			
2)	14/02/23	discussions have concluded. Lead and group will be needed. NCCP KPIs to be reviewed when Cancer	All			
_,	,,	Intelligence Lead in place				
3)	28/02/23	 Business & Planning Update NSP process to be reviewed before commencing NSP 2024 process 	P. Cafferty			
4)	/28/02/23	Risk Register a) NCCP5 to be discussed further and proposed changes to be discussed at future SMT meeting	a) P. Caffery/F. Bonas/E. O'Toole b)P. Cafferty / T. McCarthy			

		b) NCCP10 to be discussed further and	
		proposed changes to be discussed at future SMT meeting	
5)	25/04/23	 NCCP Leaflets/Booklets a) List of booklets/leaflets to be reviewed by all teams and decisions taken to retain/archive/update. 	a)C. Mellett to circulate. All teams to review
		 b) Learning from approach in place in other parts of the HSE to inform future direction e.g. digital/hard copy, single site/generic, off- site storage and distribution of hard copies, considerations of style/branding and 	b)SMT c)All, through
		 inclusivity of language. c) Hospital teams to be contacted to understand current need for booklets/leaflets 	existing channels
6)	25/04/23	 National Cancer Strategy – implementation progress Key achievements to be presented at IMF meeting every three months 	All programmes. ND Office to coordinate overall collation.
7)	09/05/23	 HR All programmes to provide details of staffing and narrative on resulting progress of programmes/NCS recommendations from additional staffing. 	All programmes
		• HR to collate a chart update at next meeting of these details, showing allocation of NCCP posts	P. Cafferty/V. Wilkinson
		 HR to provide clarification on Haddington Road replacement hours 	P. Cafferty/V. Wilkinson
8)	09/05/23	 ECHoS kick off meeting Cancer Mission stakeholder meeting agenda to be circulated for input 	C. Mellett
9)	09/05/23	 NCCP FOI Staff R. Ó Laoide to review current operating model and revert to IMF 	R. Ó Laoide
10)		 NCRI are consulting on their strategic plan IMF to send feedback to T. McCarthy 	All
		DOH ENGAGEMENT:	
1	28/03/23	 Diagnostics Paper to be drafted on diagnostics developments in Cancer 	T.McCarthy
2)	09/05/23	Diagnostics P. Cafferty to discuss with R. Ó Laoide	P. Cafferty

Actions completed since previous meeting

	lo.	Date	Details of action	Responsible	Status
1		25/04/23	Network Connectivity Issue – Kings Inns House	P. Cafferty	
			Issue to be escalated to Central HSE IT		