

**NCCP Internal Management Forum
MS Teams
15/08/2023 @ 10.30am**

Attendees: R Ó Laoide (Chair), F. Bonas, H. Burns, M. Cox, J. Gleeson, T. Hanan, P. Heckmann, C. Mellett, L. Mullen and E. O’Toole.

Apologies: P. Cafferty, T. McCarthy and N. Newcombe.

Invited: B Jordan

	Discussion	Actions
1)	<p>Minutes of 18th July meeting were agreed subject to agreed amendment.</p> <p>Matters Arising – see actions</p>	
2)	<p>CEO Memo (1st August) re Resource Management (M Cox)</p> <ul style="list-style-type: none"> - Memo was noted and possible impact on NCCP discussed. <p>Possible industrial action – Correspondence from Forsa</p> <ul style="list-style-type: none"> - Noted that Forsa has indicated intention for industrial action. Possible implications for the work of the NCCP to be considered. M. Cox to link with National HR on next steps. <p>Action L Mullen to circulate union memo from FORSA M Cox to link with National HR. Update to be provided next IMF meeting</p>	<p><i>L Mullen</i></p> <p><i>M. Cox</i></p>
3	<p>Update on the Recruitment of Replacement Posts</p> <p>Update provided by M. Cox.</p>	
4	<p>NCCP role in the development of patient information</p> <p>The role of the NCCP in the development of patient information was discussed – may vary by function, e.g. clear role in development of patient information in relation to cancer prevention. It was agreed that the NCCP needs a consistent, evidence-based approach to the development of such information, where a clear need is identified. Resource impact was noted. There is an opportunity to</p>	

	<p>leverage engagement with advocacy bodies for the development of patient information.</p> <p>Further consideration to be given to this at the next IMF meeting and clinical input to be sought at the next National Executive meeting.</p> <p>Action – Discussion at next IMF and bring to National Executive for clinical input</p>	<i>R. Ó Laoide / C. Mellett</i>
5	<p>Alliance draft annual report</p> <ul style="list-style-type: none"> Draft annual report 2022 was noted and feedback invited. <p>Action</p> <p>L Mullen to circulate report to the team. Feedback due next week. It will then be sent to the Executive.</p>	<i>L Mullen</i>
6	<p>“As is” report for cancer services</p> <p>MC presented a screenshot of the infrastructure element, as an example, with input from Fiona, Patricia, Terry and the B&P team. It was agreed that internal discussion was required to finalise details of bed and chair numbers.</p> <p>Report to be presented at next IMF along with dashboard presentation from Laoise. FB asked for clarification that the radiotherapy beds as provided were included in the document.</p> <p>Action</p> <p>MCox to arrange internal meeting.</p> <p>Presentation at next IMF meeting.</p>	<i>M. Cox M. Cox/L. Ryan</i>
7	<p>AOB</p> <p>A</p> <ul style="list-style-type: none"> NCS reporting plan and schedule <p>Requirements and schedule for NCS reporting, including quarterly achievements update were noted.</p> <ul style="list-style-type: none"> National Service Plan 2024 <p>Action</p> <p>Meeting with CCO’s Office to be arranged for next week to discuss submission. M. Cox and J. Gleeson to follow up with CCO’s Office.</p> <p>B</p> <ul style="list-style-type: none"> Cancer Services Report – Cork (NPOG/P&P Committee) <p>Need to co-ordinate report with Acute Operations.</p> <p>Action</p> <p>Business and Planning Team to compile information for next IMF meeting, for submission to NPOG and P&P Committee early September.</p>	<p><i>M. Cox/J. Gleeson/ R. Ó Laoide</i></p> <p><i>P. Cafferty/M. Cox/J. Gleeson</i></p>

C	<p>Fiona, Terry and Patricia to provide inputs to Marie.</p> <ul style="list-style-type: none"> • EU Beating Cancer Plan Survey NCCP and DOH to submit joint response. Survey questions will be circulated to all programmes for completion. <p>Action C Mellett to circulate survey questions to all programmes. All programmes to provide inputs by specified deadline.</p> <ul style="list-style-type: none"> • EU Beating Cancer Plan Workshop (November 6th) <p>Action Agreed to seek more information on the required level of representation/active participation at this workshop in November. Decision to be taken subsequently on NCCP attendees.</p>	<p><i>F. Bonas, T. Hanan, P. Heckmann</i></p> <p><i>C. Mellett</i></p> <p><i>All IMF members & teams</i></p> <p><i>C. Mellett</i></p>
	<p>Next IMF meeting: Tuesday August 29th 2023 at 10.30 (In-person)</p>	

Open actions

No.	Date	Details of action	Responsible	Status
1)	14/03/23 14/03/23	<p>HSE National Repository</p> <p>a) E. O’Toole to give an update on national central repository and provide briefing on PPG guidelines</p> <p>Pancreatic Guideline:</p> <p>b) To be discussed when colorectal guideline discussions have concluded. Lead and group will be needed.</p>	<p><i>a)E. O’Toole</i></p> <p><i>b)R. Ó Laoide</i></p>	15/08: EOT to circulate governance paper relating to the national central repository to IMF and ROL to follow up with Colm Henry as to next steps
2)	14/02/23	<ul style="list-style-type: none"> • NCCP KPIs to be reviewed when Cancer Intelligence Lead in place 	All	15/08 Recruitment process for temporary CI lead is underway
3)	04/07/23 04/07/23	<p>DOH ENGAGEMENT:</p> <ul style="list-style-type: none"> • M. Cox to collate information on bed and chair numbers in surgery, SACT and radiation oncology • F. Bonas to write to E. Dornan (DOH) re. North/South group. 	<p><i>M. Cox</i></p> <p><i>F. Bonas</i></p>	15/08 details to be presented to next IMF 15/08 FB to send reminder
4)	28/03/23	Diagnostics		

		<ul style="list-style-type: none"> Paper to be drafted on diagnostics developments in Cancer 	<i>T. McCarthy</i>	15/08 Update at next IMF meeting
5)	15/08/23	Possible industrial action – Correspondence from Forsa <ul style="list-style-type: none"> L Mullen to circulate union memo from FORSA M Cox to link with National HR. Update to be provided next IMF meeting 	<i>L Mullen</i> <i>M Cox</i>	
6)	15/08/23	NCCP role in the development of patient information <ul style="list-style-type: none"> Discussion at next IMF Bring to National Executive for clinical input 	<i>R. Ó Laoide/C. Mellett</i>	
7)	15/08/23	Alliance draft annual report <ul style="list-style-type: none"> L Mullen to circulate report. Feedback due 29/08/23. Report to presented to the NCCP Executive 	<i>L Mullen</i>	
8)	15/08/23	“As is” Status for cancer services <ul style="list-style-type: none"> MCox to arrange internal meeting. Presentation at next IMF meeting. 	<i>M Cox</i> <i>M Cox/L Ryan</i>	
9)	15/08/23	National Service Plan 2024 <ul style="list-style-type: none"> M. Cox and J. Gleeson to follow up with CCO’s Office. Meeting with CCO’s Office to be arranged for next week to discuss submission. 	<i>M. Cox/J. Gleeson/</i> <i>R. Ó Laoide</i>	
10)	15/08/23	Cancer Services Report – Cork (NPOG/P&P Committee) <ul style="list-style-type: none"> Fiona, Terry and Patricia to provide inputs to Marie. Business and Planning Team to compile information for next IMF meeting, for submission to NPOG and P&P Committee early September. 	<i>F. Bonas, T. Hanan,</i> <i>P. Heckmann</i> <i>P. Cafferty/M.</i> <i>Cox/J. Gleeson</i>	
11)	15/08/23	EU Beating Cancer Plan Survey <ul style="list-style-type: none"> Circulate survey questions to all programmes. All programmes to provide inputs by specified deadline. EU Beating Cancer Plan Workshop (November 6th) <ul style="list-style-type: none"> Seek more information on the required level of representation/active participation at this workshop in November. Decision to be taken subsequently on NCCP attendees. 	<i>C. Mellett</i> <i>All IMF members &</i> <i>teams</i> <i>C. Mellett</i>	

Actions completed since previous meeting

No.	Date	Details of action	Responsible	Status
1	25/04/23	National Cancer Strategy – implementation progress Key achievements to be presented at IMF meeting every three months	<i>All programmes. ND Office to coordinate overall collation.</i>	15/08/23 Requirements circulated.
2	09/05/23	HR NCCP Posts All programmes to provide HR with details of narrative on resulting progress of programmes/NCS recommendations from NCS investment by Wednesday 14 th June	<i>All programmes</i>	15/08/23 Completed
3	04/07/23	Cancer Services Pathology UL P Heckmann to contact Prof. Louise Burke to clarify requirement from NCCP	<i>P. Heckmann,</i>	15/08/23 Completed
4	04/07/23	NSP 2024 All NCCP programmes to complete and return to Business & Planning by July 14 th .	<i>All programmes</i>	15/08/23 Completed
5	04/07/23	Staff Day <ul style="list-style-type: none"> NCCP employees to be asked for input 	<i>E. O’Toole/T. Flattery</i>	15/08/23 Completed
6	18/07/23	NSP24 All ANDs to consider impact on services and Cancer Strategy implementation depending of level of funding in 2024	<i>All ANDs</i>	15/08/23 Completed