

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

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

**Apologies:** P. Heckmann, R Ó Laoide

**Invited:** T. Flattery

	Discussion	Actions
1)	<p><b>Minutes of 9<sup>th</sup> May meeting were agreed.</b></p> <p><b>Matters Arising</b> None</p>	
2)	<p><b>HR</b></p> <p style="padding-left: 20px;"><b>a) NCCP Posts</b></p> <p>Further discussion on NCCP posts to take place at next meeting</p> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• <b>All programmes to provide details of staffing and narrative on resulting progress of programmes/NCS recommendations from NCS investment.</b></li> <li>• <b>HR to collate a chart update at next meeting for 2021-23 details, showing allocation of NCCP posts</b></li> </ul> <p style="padding-left: 20px;"><b>b) Clarification on Haddington Road Hours</b></p> <ul style="list-style-type: none"> <li>- Paperwork has been submitted by NCCP for consideration.</li> <li>- Decision is pending on replacement of hours.</li> </ul>	<p><i>All Programmes</i></p> <p><i>P. Cafferty/V. Wilkinson</i></p>
3)	<b>DOH Engagement</b>	

	<ul style="list-style-type: none"> <li>○ KPIs – full review <ul style="list-style-type: none"> <li>- Discussions are ongoing. Upcoming meeting to take place on radiation oncology KPIs.</li> </ul> </li> <li>○ Surgical Centralisation <ul style="list-style-type: none"> <li>- Engagement is ongoing with DOH</li> </ul> </li> </ul>	
4)	<p><b>RHA update – Financial Structures</b></p> <ul style="list-style-type: none"> <li>● NCCP met with Acute Services recently to discuss implementation of financial systems and how the commissioning process will be supported</li> </ul>	
5)	<p><b>Cancer Mission Stakeholders meeting</b></p> <ul style="list-style-type: none"> <li>● Meeting will take place at the end of September 2023</li> <li>● Work is ongoing on meeting agenda by NCCP and AICRI</li> </ul> <p><b>Action: IMF to feedback to C. Mellett/R. Ryan</b></p>	<i>All</i>
6)	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>● Welcome to new IMF member Nicola Newcombe</li> <li>● NSP 2024 – Template was circulated to IMF</li> </ul> <p><b>Action: IMF to feedback completed templates to P.Cafferty/Business &amp; Planning team before next meeting</b></p> <ul style="list-style-type: none"> <li>● Integrated Financial Management and Procurement System – HSE <ul style="list-style-type: none"> <li>- New system is being introduced for payroll and financial transactions</li> <li>- Corporate (including NCCP) will be one of the first areas to transition to new system in mid-summer</li> </ul> </li> <li>● Work is ongoing on reviewing Evidence and Quality hub processes and procedures</li> <li>● Work is ongoing with ICS on a nursing award for Advanced Nurse Practitioners</li> </ul>	<i>All</i>

	<ul style="list-style-type: none"> <li>• Psycho-oncology CAYA model of care was launched on May 17<sup>th</sup>. Work of all involved was commended. The importance of this event and others and the large amount of work involved was noted.</li> <li>• Work is ongoing on Q-pulse system</li> <li>• Discussions are ongoing on Proton Beam therapy</li> <li>• Skin cancer is proposed to be a priority area of focus in NSP 2024</li> </ul>	
	<b>Next SMT meeting: Tuesday June 6<sup>th</sup> 2023.</b>	

#### Open actions

No.	Date	Details of action	Responsible	Status
1	14/03/23	<b>HSE National Repository</b> 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	<b>Pancreatic Guideline:</b> b) To be discussed when colorectal guideline discussions have concluded. Lead and group will be needed.	b)R. Ó Laoide	
2)	14/02/23	<ul style="list-style-type: none"> <li>• <b>NCCP KPIs</b> to be reviewed when Cancer Intelligence Lead in place</li> </ul>	All	
3)	28/02/23	<b>Business &amp; Planning Update</b> <ul style="list-style-type: none"> <li>• NSP process to be reviewed before commencing NSP 2024 process</li> </ul>	P. Cafferty	
4)	28/02/23	<b>Risk Register</b> <ul style="list-style-type: none"> <li>a) NCCP5 to be discussed further and proposed changes to be discussed at future SMT meeting</li> <li>b) NCCP10 to be discussed further and proposed changes to be discussed at future SMT meeting</li> </ul>	a) P. Cafferty/F. Bonas/E. O'Toole b)P. Cafferty / T. McCarthy	
5)	25/04/23	<b>National Cancer Strategy – implementation progress</b> <ul style="list-style-type: none"> <li>• Key achievements to be presented at IMF meeting every three months</li> </ul>	All programmes. ND Office to coordinate overall collation.	

6)	09/05/23	<b>HR</b> <b>NCCP Posts</b> <ul style="list-style-type: none"> <li>All programmes to provide details of staffing and narrative on resulting progress of programmes/NCS recommendations from NCS investment.</li> <li>HR to collate a chart update at next meeting for 2021-23 details, showing allocation of NCCP posts</li> </ul>	<i>All programmes</i>  <i>P. Cafferty/V. Wilkinson</i>	
7)	09/05/23	<b>NCCP FOI Staff</b> <ul style="list-style-type: none"> <li>R. Ó Laoide to review current operating model and revert to IMF</li> </ul>	<i>R. Ó Laoide</i>	
8)	09/05/23	<b>NCRI are consulting on their strategic plan</b> <ul style="list-style-type: none"> <li>IMF to send feedback to T. McCarthy</li> </ul>	<i>All</i>	
		<b>DOH ENGAGEMENT:</b>		
1	28/03/23	<ul style="list-style-type: none"> <li><b>Diagnostics</b> <ul style="list-style-type: none"> <li>Paper to be drafted on diagnostics developments in Cancer</li> </ul> </li> </ul>	<i>T.McCarthy</i>	
2)	09/05/23	<ul style="list-style-type: none"> <li><b>Diagnostics</b> <ul style="list-style-type: none"> <li>P. Cafferty to discuss with R. Ó Laoide</li> </ul> </li> </ul>	<i>P. Cafferty</i>	

#### Actions completed since previous meeting

No.	Date	Details of action	Responsible	Status
1	09/05/23	<b>HR</b> <ul style="list-style-type: none"> <li>HR to provide clarification on Haddington Road replacement hours</li> </ul>	<i>P. Cafferty/V. Wilkinson</i>	Complete
2	09/05/23	<b>ECHoS kick off meeting</b> Cancer Mission stakeholder meeting agenda to be circulated for input	<i>C. Mellett</i>	Complete
3	25/04/23	<b>NCCP Leaflets/Booklets</b> <ol style="list-style-type: none"> <li>List of booklets/leaflets to be reviewed by all teams and decisions taken to retain/archive/update.</li> <li>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 inclusivity of language.</li> </ol> Hospital teams to be contacted to understand current need for booklets/leaflets	<i>a)C. Mellett to circulate. All teams to review</i>  <i>b)SMT</i>  <i>c)All, through existing channels</i>	Complete