

**NCCP SMT
NCCP Offices
25/04/23 @ 10.30am**

Attendees: R Ó Laoide (Chair), P. Cafferty, T. McCarthy,

Apologies: F. Bonas, L Mullen, T. Hanan, P. Heckmann

Invited: M. Cox, C Mellett, E. O'Toole, B O'Loughlin (for Louise Mullen), C. Osborne (for Terry Hanan), T. Flattery

	Discussion	Actions
1)	Minutes of 28th March meeting were agreed. No Matters arising	
2)	CEO Memo re Senior Management Posts & HR Memo re Updated Process for Recruitment <ul style="list-style-type: none"> • Contents of Memos were noted by SMT 	
3)	HSE National Repository Update <ul style="list-style-type: none"> • Work ongoing 	
4)	Board Performance & Delivery Committee <ul style="list-style-type: none"> • National Director Office will be asking ANDs for inputs to prepare for this meeting 	
5)	NCCP FOI Process document <ul style="list-style-type: none"> • Document was agreed by SMT 	
6)	TORs – EMT/SMT <ul style="list-style-type: none"> • To be discussed at next meeting 	
7)	NCCP Leaflets/Booklets <ul style="list-style-type: none"> • Overview of NCCP leaflets/booklets was provided Actions: <ol style="list-style-type: none"> List of booklets/leaflets to be reviewed by all teams and decisions taken to retain/archive/update. 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. 	<p><i>a)C. Mellett to circulate. All teams to review</i></p> <p><i>b)SMT</i></p>

	c) Hospital teams to be contacted to understand current need for booklets/leaflets	<i>c)All, through existing channels</i>
8)	National Cancer Strategy <ul style="list-style-type: none"> Information on 2022 report and 2023 progress has been submitted to DOH Action: <ul style="list-style-type: none"> All programmes to proactively log highlights/achievements for each quarter in future. 	<i>All programmes. ND Office to coordinate overall collation.</i>
9)	DOH Engagement Work is ongoing re: <ul style="list-style-type: none"> Diagnostics As Is” report for Cancer Services. North/South Cooperation 	<i>T. Mc.Carthy</i> <i>P. Cafferty</i> <i>F. Bonas</i>
10)	AOB <ul style="list-style-type: none"> Network Connectivity Issue – Kings Inns House – Issue to be escalated to Central HSE IT 	<i>P. Cafferty</i>
Next SMT meeting: Tuesday 9th May 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 Pancreatic Guideline:	<i>a)E. O’Toole</i>	
	14/03/23	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)	28/02/23	Business & Planning Update <ul style="list-style-type: none"> NSP process to be reviewed before commencing NSP 2024 process 	<i>P. Cafferty</i>	
4)	28/02/23	Risk Register <ul style="list-style-type: none"> NCCP5 to be discussed further and proposed changes to be discussed at future SMT meeting 	<i>a) P. Caffery/F. Bonas/E. O’Toole</i>	

		b) NCCP10 to be discussed further and proposed changes to be discussed at future SMT meeting	b)P. Cafferty / T. McCarthy	
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. 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 inclusivity of language. c) Hospital teams to be contacted to understand current need for booklets/leaflets	a)C. Mellett to circulate. All teams to review b)SMT c)All, through existing channels	
6)	25/04/23	National Cancer Strategy – implementation progress • All programmes to proactively log highlights/achievements for each quarter in future	All programmes. ND Office to coordinate overall collation.	
7)	25/04/23	Network Connectivity Issue – Kings Inns House • Issue to be escalated to Central HSE IT	P. Cafferty	
		DOH ENGAGEMENT:		
1	28/03/23	• Diagnostics - Paper to be drafted on diagnostics developments in Cancer	T.McCarthy	

Actions completed since previous meeting

No.	Date	Details of action	Responsible	Status
1		Accreditation – Current NCCP Guidelines – iPAAC Colorectal Guideline: 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. b) Meeting with Clinical Leads Group to be arranged to discuss guideline. c) Update on review of iPAAC guidance on colorectal and pancreatic cancer.	a) E. O'Toole b) N. Keating (F. Bonas)	completed
2	28/03/23	Business & Planning Update • Meeting to be arranged with R. Ó Laoide to finalise NSP 2022	P. Cafferty	completed
3	28/02/23	Research • NCCP ANDs to provide C. Mellett with details on current research involvement for their respective areas of responsibility. C. Mellett to provide template.	All	completed
4	14/03/23	NCCP FOI Process a) NCCP FOI process to be discussed at next meeting b) Identify structures in place in HSE clinical programmes for the management of FOI's	a)P. Heckmann b)N. Keating c)R. Ó Laoide	Completed

		c) Review complement of NCCP employees to administer the process		
5	28/03/23	NCCP Blended Working Policy 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 Meetings to be concluded by 1 st May 2023	<i>b), c), d) SMT members and relevant Line Managers</i>	completed
6	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	completed
7	28/03/23	Draft Briefing Note Template EMT <ul style="list-style-type: none"> Draft briefing note template and guidelines document to be circulated to SMT 	<i>T. Flattery</i>	completed
8	14/02/23	<ul style="list-style-type: none"> Cancer Strategy KPI's –engage with Deirdre Murray 	<i>P. Heckmann / T. McCarthy</i>	completed
9	14/02/23	<ul style="list-style-type: none"> 2018 data and evidence to be updated on Surgical Centralisation 	<i>P. Cafferty</i>	Completed
10	28/02/23 28/03/23	<ul style="list-style-type: none"> North/South Cooperation <ul style="list-style-type: none"> Further inputs to be gathered from NCCP ANDs for inclusion in submission to DOH Information on North/South Consortium to be shared with F. Bonas 	<i>F. Bonas</i> <i>R. Ó Laoide</i>	completed