

**MINUTES OF A MEETING OF THE
NATIONAL CANCER REGISTRY BOARD (NCRI)**

HELD ON

22 APRIL 2024 AT 10.00 AM

AT

BUILDING 6800, CORK AIRPORT BUSINESS PARK, KINSALE ROAD, CORK / MICROSOFT TEAMS

1. Register of Attendance

Present

Name	Details	Initials
Dr Jerome Coffey	Chairperson	JC
Ms Mary Bourke	Board Member	MB
Mr Niall Murphy	Board Member	NM
Dr Robert O'Connor	Board Member	ROC
Ms Cathy Enright	Board Member	CE
Ms Ellen Farrell	Board Member	EF

In Attendance

Name	Details	Initials
Prof Deirdre Murray	NCRI Director	DM
Ms Rose O'Connor	NCRI Corporate Operations Manager & Chief Risk Officer	COM
Ms Catherine McGovern	NCRI Business & Planning Manager	CMcG
Ms Grace Murray	NCRI Governance & Compliance Officer	GM

Apologies

Name	Details	Initials
Prof Mark Lawler	Board Member	ML

2. Quorum

IT WAS NOTED THAT there was a quorum of board members present at the meeting.

3. Declaration of Conflicts of Interest

The board members confirmed that they had no conflict of interest in the matters to be discussed at the meeting.

4. Purpose of Meeting

EF explained that the meeting had been convened to consider risk management at the NCRI and, in particular, to review the corporate risk register which has been updated with the support of Mazars in line with the NCRI's new Strategic Plan 2024-2026 (the "**Strategic Plan**").

5. Risk Management Policy

- 5.1. COM presented the risk management policy to the meeting (the “**Risk Policy**”), a copy of which was circulated to the Board prior to the meeting.
- 5.2. COM explained that the Risk Policy sets out the risk management principles, practices and procedures that are in operation within the NCRI including risk management objectives, responsibilities and risk processes.
- 5.3. Following detailed consideration of the foregoing, **IT WAS RESOLVED THAT**, subject to the formatting changes discussed:
 - 5.3.1. the Risk Policy was in the best interests of the NCRI; and
 - 5.3.2. the Risk Policy be approved and adopted accordingly.
- 5.4. **IT WAS NOTED THAT** a proposed annual report from the Audit & Risk Committee (“**ARC**”) to the Board would be discussed at the next meeting of the ARC scheduled for June 2024.

6. Risk Appetite Statement

- 6.1. COM presented the risk appetite statement to the meeting (the “**Risk Statement**”), a copy of which was circulated to the Board prior to the meeting.
- 6.2. COM explained that the Risk Statement is the articulation of the aggregate level and types of risk that the NCRI is willing to accept, or to avoid, in order to achieve its business objectives and provides a framework to guide management in its decisions.
- 6.3. Following a discussion in relation thereto, **IT WAS RESOLVED THAT**:
 - 6.3.1. the Risk Statement was in the best interests of the NCRI; and
 - 6.3.2. the Risk Statement be approved and adopted accordingly.

7. Corporate Risk Register

- 7.1. COM reminded the meeting of the process for updating the corporate risk register, a copy of which was circulated to the Board prior to the meeting. COM explained that each department in the NCRI has a local risk register which focuses primarily on risks unique to that department (although cross organisational risks may be identified as part of the process). Departmental risks may be escalated to the corporate risk register where they relate to the achievement of strategic objectives.
- 7.2. There followed a detailed discussion on the corporate risk register in the context of the five strategic objectives set out in the Strategic Plan. **IT WAS AGREED THAT** the corporate risk register should identify the specific strategic objective to which each risk relates and **IT WAS NOTED THAT** the implementation plan would be used to monitor progress of each of the strategic objectives. **IT WAS FURTHER AGREED THAT** the corporate register would include a key with defined terms.
- 7.3. The meeting considered the “risk owner” for each risk and **IT WAS AGREED THAT** the corporate risk register be updated to reflect the risk owners agreed at the meeting. The cyber security risk controls were also considered in detail.

- 7.4. There followed a discussion on the respective roles of the SMT, the ARC & the Board in risk management at the NCRI and **IT WAS AGREED THAT** the review processes in place remain fit for purpose. **IT WAS AGREED THAT** any changes to the corporate risk register be highlighted to the ARC in the risk report presented to the ARC by the Chief Risk Officer at each ARC meeting.
- 7.5. COM informed the meeting that it's proposed that the NCRI's internal audit (IA) function will complete a non-financial audit in the third quarter of 2024. The IA focus is normally agreed with reference to the Risk Register. While the relevant department in the NCRI to be audited had yet to be determined, it is noted that two of the three "High Risk" related to registration. COM is to engage with the auditors to agree the focus and scope of the IA. **IT WAS AGREED THAT** COM would provide an update on the subject matter for the non-financial audit at the next ARC meeting.

8. Close

There being no further business, the Chairperson declared the meeting closed.

[signature page follows]