

Formal Summary of Email Communication of the Board of IPH

(In lieu of September 2023 Board Meeting)

Date of Email: 16th October 2023 at 17:19pm

Recipients

Name	Role	Name	Role
Professor Bernie Hannigan (Chair)	Director	Deirdre Mulholland (DM)	Director
Mr Martin Higgins (Deputy chair)	Director	Marie Casey (MC)	Director
Dr Paul Kavanagh (PK)	Director	Ms Suzanne Costello (SC)	CEO

Email Content:

“Dear Directors,

As indicated by the Chair, the September meeting of the Board was cancelled and instead, a communication to the Board was promised as an interim update until the next meeting. This communication provides the following correspondence:

1. CEO update
2. Briefing note and approvals required from directors
3. Banking procedures (ARC approved)
4. Procurement controls & thresholds (ARC approved)

Please refer to the table below which summarises the asks of each director in relation to the shared attachments. I would draw your attention to the due date for items 3 and 4.- the briefing note contains helpful information in this regard.

Should you have any queries in relation to either of the policies that are submitted for approval, please use the guidance on the briefing note to make contact.”

Item	Document name	Action Required by Board	Due by
1	CEO update	For information only	n/a
2	Briefing note on items 3 and 4	For information only	n/a
3	Banking procedures v1	Approval	27/10/2023
4	Procurement procedures (controls and thresholds) v1	Approval	27/10/2023

Actions:

Board members **noted** the CEO update paper.

Board members **noted** the briefing note for items 3 &4.

Board members **approved** the proposed Banking Procedures Document.

Board members **approved** the proposed Procurement Procedures Document.