

## Minutes of the Board of IPH

Date of meeting: 31<sup>st</sup> January at 4 pm

### Present:

Name	Role	Agenda Items attendance	Attendance method
Professor Bernie Hannigan (Chair)	Director	All	MS teams
Mr Martin Higgins (Deputy chair)	Director	All	MS teams
Mr Bryan Dooley	Member	All	MS teams
Dr Paul Kavanagh (PK)	Director	All	MS teams
Dr Deirdre Mulholland (DM)	Director	All	MS teams
Dr Marie Casey (MC)	Director	All	MS teams

### In attendance:

Name	Role	Agenda Items attendance	Attendance method
Ms Suzanne Costello (SC)	CEO	All	MS teams
Ms Sinéad Ward ( Co Sec)	Director of Finance & Governance	All	MS teams
Mr Adam McCune (AMcC)	Director of IT & Communications	Item 4a	MS teams

Please note the minutes reflect the order in which the agenda items were discussed at the meeting.

## **1-2. Chair's welcome**

Chairperson welcomed the members and attendees and invited any comments or revisions on the agenda. No revisions were suggested. No absences were noted.

## **Declaration of conflict of Interest**

No declarations were made. The Board members attended for the full agenda.

## **3. Minutes of the previous meeting & Action Tracker**

The Board approved the minutes of the prior meeting.

The Chair reviewed the open items on the action tracker and received updates from the task owners and their current status. All open items were confirmed to be progressing or completed.

## **4. Operational Update**

### **4b. ICT & Communications update**

Mr Adam McCune (AMcC) presented an operational update to the Board across the areas of IT and Communications. The presentation provided the Board with an overview of the structure of the team and personnel within the communications and IT team. The presentation by AMcC highlighted the following areas of programme work to the Board:

- Achievement of the cybersecurity plus award from the UK National Cyber Security Centre following an audit of the IPH network and procedures by the UK organisation.
- Launch of Public Health matters on-line platform
- First series of IPH Podcast 'Public Health Matters'
- Proposed Public Health Data Centre
- Key KPIs for Communications programme of work in 2022 and their results
- 25<sup>th</sup> Anniversary events for 2023 (including new IPH website launch)
- Network of Public Health Communication officers across the island
- Public health advocacy toolkit

The Board engaged with AMcC on these topics and sought further details across some of these highlights. The Board thanked AMcC for his presentation and his work to date. It was agreed that the public health data centre with local comparisons was a worthwhile investment with significant impact.

#### **4c. Business Plan 2023**

SC presented the 2023 business plan and sought approval in principle from the Board subject to review by the two Departments and input on their specific requests for work from IPH. The business plan will be submitted to the Board for final approval in the April Board meeting.

SC took the Board through the background to the programme of work in 2023, and the strategy underpinning it. SC provided details on the programme outputs listed on the plan, across the teams. The Board were made aware of the four pieces of work dependent on external funding, those items that are direct asks from the Departments and those driven by the strategy.

SC noted those items that had an all- island focus, and the public consultations to which Policy team intend to respond. The Board acknowledged the extent of the 2023 programme of work and accepted the Business Plan in principle, subject to final revisions by the two Departments. The Board commended the IPH team on their drive and commitment to delivering the high level of output, particularly given current level of staffing.

#### **4a. CEO report**

The Chair noted the inclusion of the CEO report with the Board papers.

The CEO report included updates on the following matters:

- Discussion paper on an approach to multi-disciplinary public health
- Consultation report to the draft regulations of Home Support Services
- Submission to the Joint Committee on Justice on the Sale of Alcohol Bill
- Commissioned research from Sheffield University submitted to the Dept of Health (NI); “Model-based appraisal of minimum unit pricing and promotion restrictions for alcohol in Northern Ireland”
- Research using psycho-behavioral segmentation analysis on weight management behavior will be published in April.
- Forthcoming meeting with Chief Medical Officer (Dublin)
- Healthy Workplace initiatives deployed at the IPH offices.

- HR updates, including expected recruitment drives in Q1 and significance of PHMC role in securing retaining the Higher Specialist Training in Public Health Medicine site accreditation.
- Governance updates and progress made on the governance pathway
- Status of new IPH website and expected go-live date.
- Outcome of funding bids to Department (IRL) to address staffing capacity and the critical role of PHMC as a permanent role at the organisation.

No queries were raised by the Board on the report.

## **5. Financial Reporting**

### **5a. & 5b. ARC report & external audit update**

The Board received an overview of the year-end process from SW which included details of the external audit process, the approval of the Financial Statements and the input of ARC to the oversight and review of the process. It was noted by the Board that the external auditors would present their audit plan to ARC at its meeting on the 08th of February and their audit findings at the ARC meeting on the 05<sup>th</sup> April. The audited Financial Statements will be presented to the Board for their approval at the next Board meeting on the 27<sup>th</sup> April, subject to ARC recommendation.

The Board noted the planned handover of the Chair of ARC from BD to MH.

SW presented a highlight of the 2022 year end actual to budget income and expenditure and provided clarifications on questions raised by the Board members.

## **6. Governance & Compliance**

### **6a. Governance pathway update**

The board were provided with an update on the current status of the governance update pathway. The Board agreed the approach set out to use the public process to appoint suitable public health candidates for nomination by the Department of Health, NI. The Board agreed on the approach presented by SC to also use this public process to identify suitable candidates with broader governance/finance experience to allow all seats on the Board to be

populated during 2023. SC confirmed to the Board that this approach would allow the appointment of a second Board member to the ARC with suitable risk and governance experience, specifically in a Northern Ireland context.

### **7. Dates of Board meetings 2023**

The Board were asked to review the scheduled dates for 2023 and the workplan for the Board for 2023. The 2023 workplan was accepted by the Board without amendments at this point.

SC notified the Board of personal communication to the Irish Times in January on the topic of the value of public health, in light of IPH not having an advocacy remit and its current SIPO status. The Board noted the correspondence by the CEO in a personal capacity.

### **8. AOB**

BD asked for the value for money matter raised under item 4c to be prioritised in light of the Northern Ireland budgeting cuts currently being proposed across public agency funding.



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Approved by Prof Bernie Hannigan  
Chairperson  
02/03/2023