

Minutes of the Board of IPH

Date of meeting: 27th April 2023 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 (BD)	Member	All	MS teams
Dr Paul Kavanagh (PK)	Director	From item 4	MS teams
Dr Deirdre Mulholland (DM)	Director	All	MS teams

In attendance:

Name	Role	Agenda Items attendance	Attendance method
Ms Suzanne Costello (SC)	CEO	All	MS teams
Ms Sinéad Ward (SC) (Co Sec).	Director of Finance & Governance	All	MS teams

Apologies:

Name	Role
Dr Marie Casey (MC)	Director

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

1. Chairperson's welcome

Chairperson welcomed the members and attendees and invited any comments or revisions on the agenda, no revisions were suggested. Chairperson also noted apologies from Dr Marie Casey.

2. Declaration of conflict of Interest

No declarations were made. Dr Paul Kavanagh joined the meeting during agenda item 4a, all other present 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 Chairperson 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 with the exception of the 'SIPO exempted communication status' item to be placed on hold.

4. Operational Update

4a. CEO Report and 4b. 25th anniversary of IPH

Suzanne Costello (SC) CEO presented a brief overview of IPH highlights across the reporting period to the Board including:

- A discussion paper '*An Approach to Multi-disciplinary Public Health*' published on 31st March 2023 gained positive feedback from across Public Health organisations.
- *Mind the Gap - Exploring knowledge about physical activity in Ireland and Northern Ireland* report was published on 26th April 2023 and gained strong media coverage.
- Appointment of a Governance and Compliance Executive to the Finance & Governance team.
- Governance work progressing well, meeting with CMO in Dublin which has had a positive impact on engagement with the department and progression of the MOU is to be expedited as a result.

- Met with the Head of Healthy Ireland as an initial meeting to regularise meetings with the Department on IPH governance matters and establish regular face to face reporting to the funding unit.
- Business case in development for resourcing a Public Health Medicine Consultant role based at IPH for submission by 3rd July 2023.
- Two joint study days for SpRs from North and South have taken place, one focused on public health policy and one on health impact assessment (HIA) and were well received.
- IPH submission for Research Performing Organisation status will be submitted to the Board for approval in June 2023.
- Preview link for the website to be sent to the Board next week.
- Anniversary year has identified an opportunity to raise IPH's profile through engagement activities within cross-border studies.
- IPH have commissioned a report on the potential for all-Ireland public health within the Good Friday Agreement for submission to an Oireachtas committee by November 2023.
- Three IPH Anniversary events are to be held in September, October and November 2023. Updates will be provided separate to Board meetings.

The Board discussed the best use of funding for a permanent IPH medical consultant with reference to the HSE's Public Health reform, which may provide access to new health service and public health improvement consultants.

IPH are meeting with North South Ministerial Council (NSMC) coordinators on 17th May 2023 in Armagh to discuss their thinking around broadening the health strand for the NSMC on a North/South basis.

IPH to develop three alternative option proposals around the necessity of an IPH Medical Consultant and following reengagement with the Faculty and will update the Board.

5. Financial Reporting

5a. Update from Audit & Risk committee (ARC) and 5b. Audited Financial Statements 31st December 2022 & Letter of Representation from Directors

The Board received a verbal update from Martin Higgins (MH) on the outcomes of the financial audit process. The Board approved the 'Annual Financial Statements' which were presented following an external audit, during which no issues were identified. An internal audit was completed and minor findings around payroll and risk management identified and accepted by Senior Management.

The Board requested that future ARC updates be provided in written one-pager form along with a verbal update.

6. Governance and Compliance

6a. Proposal to create a new sub-committee of the Board-suggested title 'Management Performance and Staff Development committee'

The Board approved the establishment of a new '*Management Performance and Staff Development*' sub-committee with terms of reference (ToR) and operational protocols to be developed for Board approval.

6b. Governance Pathway Update

The Board were provided with an update on the current status of the governance pathway. This included an overview of the upcoming EOI process for recruiting membership to Board and ARC, with a focus on NI Governance and Risk experience.

IPH to provide ToR to Board for approval at next meeting

6c. Status of IPH within Public Sector, Ireland

SC updated the Board on the status of IPH and outlined views around how its North-South status and legal structure fits within the public sector agency status in Ireland.

6d. Risk register & planning for update of risk management framework

The Board were informed that there have been no changes to the high-risk items listed for the Board's review on the Risk Register since the previous meeting. The Board were notified that arising from recommendations by the ARC, the Board will also be updated on any moving, high-level risks, or near-miss matters as part of the risk update.

Concluding the governance matters for the meeting, the Chairperson made note of Mr Bryan Dooley's planned resignation as a Director of the Board under the governance pathway plan. The Chairperson thanked Mr Dooley for all the work he has done for the IPH Board and his support for the executive team during the ongoing governance updates. SC echoed these sentiments and Mr Dooley thanked the Board for their support. The Chairperson noted that Mr Dooley would remain as a member of ARC until a replacement was put in place.

7. Board planning

7a. Strategy planning (process & time scales)

Chairperson asked the Board to consider and report back on how they would like the new IPH organisational strategy to be developed, whether through an external firm or internally with considerations around the timeline for development, hoping to begin in January 2024.

8. AOB

The Board approved the proposal to hold an AGM either directly before or after the next Board meeting of 21st June 2023.

9. Date of next meeting: 21st June 2023 (online)

Board confirmed the date of the next meeting, 21st June 2023 which will take place online.



Approved by Prof Bernie Hannigan
Chairperson
02/08/2023