

# Technological University Dublin Governing Body

## MINUTES

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**MEETING 23:** Wednesday 24<sup>th</sup> March 2021 (08.00 – 11.00) – Electronic Meeting

**PRESENT:** Mr D Carson (Chair), Professor D FitzPatrick (President), Mr J Barnes, Mr N Beecher, Ms A Cañizares-Bejarano, Ms V Bistany, Mr L Bennett, Ms E Carroll, Dr C Duffy, Ms É Finan (Deputy Chair), Ms R Gorman, Mr J Grant, Ms P Kelly, Dr C Larkin, Dr M Marjoram, Mr J McCarthy, Ms S O'Shaughnessy, Ms A O'Toole

**APOLOGIES:** Full attendance

**IN ATTENDANCE:** Dr M Carr, Dr M Meaney (Registrar & Deputy President), Mr D Murphy (Chief Operations Officer & University Secretary)

**INVITED:** Agenda Item [23.01/08] – Professor Yvonne Galligan (Director, Equality, Diversity and Inclusion)

**SECRETARIAT:** Ms Y Cooke

**DOCUMENTATION:** **Circulated prior to meeting**

1. Governing Body Academic/Non-Academic Member Vacancy (Memorandum 15<sup>th</sup> February 2021)
2. Agenda – Governing Body Meeting 23 (24<sup>th</sup> March 2021)
3. Draft Minutes – Governing Body Meeting 21 (16<sup>th</sup> December 2020)
4. Draft Minutes – Governing Body Meeting 22 (3<sup>rd</sup> February 2021)
5. Governing Body Rolling Action Log 2021 (24<sup>th</sup> March 2021)
6. PAC Non/Compliant Procurement Letter (1<sup>st</sup> March 2021)
7. TU Dublin Response – PAC Non/Compliant Procurement Letter (15<sup>th</sup> March 2021)
8. HEA/TU Dublin Oversight Agreement 2021
9. TU Dublin Memorandum – HEA/TU Dublin Oversight Agreement (15<sup>th</sup> March 2021)
10. Strategic Plan Update
11. Equality, Diversity and Inclusion Presentation
12. Code of Practice for the Governance of State Bodies Annex (Gender Balance, Diversity and Inclusion)
13. Proposal to incorporate Annex into TU Dublin Code of Governance (Memorandum 16<sup>th</sup> March 2021)
14. Proposed amended TU Dublin Code of Governance (24<sup>th</sup> March 2021)
15. Proposed TU Dublin Charity Code of Governance (Memorandum 16<sup>th</sup> March 2021)
16. Proposed draft TU Dublin Charity Code of Governance 2021 (24<sup>th</sup> March 2021)
17. Contract Approval Request Memorandum – Provision of Legal Services (16<sup>th</sup> March 2021)
18. Memorandum – TU Dublin Bank Mandate Recommendation (24<sup>th</sup> March 2021)
19. Proposed amendments to Governing Body Staff Election Regulations (24<sup>th</sup> March 2021)
20. President's Executive Report (24<sup>th</sup> March 2021)
21. Registrar and Deputy President's Executive Report (24<sup>th</sup> March 2021)
22. Chief Operations Officer's Executive Report (24<sup>th</sup> March 2021)
23. Use of the University Seal Memorandum (24<sup>th</sup> March 2021)
24. Approved Minutes – GB ARC Meeting 12 (20<sup>th</sup> January 2021)
25. TU Dublin C&A-G Management Letter with Management Response (9<sup>th</sup> March 2021)
26. Approved Minutes – GB EDIC Meeting 4 (2<sup>nd</sup> December 2020)
27. Approved Minutes – GB FPC Meeting 5 (19<sup>th</sup> January 2021)
28. GB FPC Summary Report – Meeting 6 (11<sup>th</sup> March 2021)
29. Memorandum – Appointment of GBNPC Members (1<sup>st</sup> March 2021)
30. Approved Minutes – GB NPC Meeting 5 (16<sup>th</sup> February 2021)
31. Memorandum – Appointment of GB NC Members (1<sup>st</sup> March 2021)
32. Extract, TU Dublin Code of Governance, Section 1.7 (Governing Body External Members Meeting)

**DOCUMENTATION:** **Circulated at the meeting**  
No documentation was tabled at the meeting

REF	ITEM	DECISION
	<b>Section A – Standard Items</b>	
<b>23.01/01</b>	<b>WELCOME, INTRODUCTION AND APOLOGIES</b>	
	<p>The Chair welcomed everyone to the meeting.</p> <p>i) The Chair welcomed and introduced Dr Christy Duffy, Chief Executive of the City of Dublin Educational and Training Board as the new Governing Body ETB member to the meeting.</p> <p>ii) Governing Body noted the attendance of the Academic/Non-Academic Member (<i>Memorandum 15<sup>th</sup> February 2021</i>), which had been ratified by members electronically on 19<sup>th</sup> February 2021. The Chair welcomed Dr M Carr who will attend and participate in Governing Body meetings until the election process for this vacancy is completed.</p> <p>The Chair noted there was full attendance for this meeting.</p>	<p><b>NOTED</b></p> <p><b>NOTED</b></p> <p><b>NOTED</b></p>
<b>23.01/02</b>	<b>MEETING AGENDA</b>	
	The Agenda for the meeting, as had been circulated, was approved and adopted.	<p><b>APPROVED</b> Proposed: C Larkin Seconded: V Bistany</p>
<b>23.01/03</b>	<b>DECLARATION OF CONFLICT OF INTEREST</b>	
	The Chair noted there were no conflicts of interest declared by members present.	<b>NOTED</b>
<b>23.01/04</b>	<b>APPROVAL OF MINUTES</b>	
	<p>The amended draft Minutes of the twenty-first meeting of the Governing Body held on 16<sup>th</sup> December 2020, as had been circulated were approved.</p> <p>The draft Minutes of the twenty-second meeting of the Governing Body held on 3<sup>rd</sup> February 2021, as had been circulated were approved.</p> <p>Governing Body noted that draft minutes of Governing Body meetings would be circulated to members in advance of the complete meeting pack.</p>	<p><b>APPROVED</b> Proposed: É Finan Seconded: C Larkin</p> <p><b>APPROVED</b> Proposed: J Grant Seconded: C Larkin</p> <p><b>NOTED</b> <b>SECRETARIAT/ CHAIR</b></p>
<b>23.01/05</b>	<b>MATTERS ARISING</b>	
	<p>The following item was raised and noted.</p> <p>i) <b><u>Governing Body Meeting Action Log (24<sup>th</sup> March 2021)</u></b> Governing Body noted the Meeting Action Log, and that Item 6, 'Review of the compliance updates from the amended Human Resources Selection Procedures document', had been added as a specific item to the current Internal Audit task and is scheduled for presentation at the next Governing Body meeting on 12<sup>th</sup> May 2021.</p> <p>Governing Body noted that the Meeting Action Log would include an additional column heading entitled 'Action Due Date'.</p>	<p><b>NOTED</b> <b>COO</b></p> <p><b>NOTED</b> <b>SECRETARIAT</b></p>

REF	ITEM	DECISION
<b>Section A – Standard Items</b>		
23.01/06	<b>CORRESPONDENCE</b>	
	<p>i) <b><u>PAC Non-Compliant Procurement Letter (1<sup>st</sup> March 2021) and TU Dublin Response (15<sup>th</sup> March 2021)</u></b>            Governing Body noted correspondence received from PAC relating to the University's non-compliant procurement spend of €1.14 million in its financial statements for the period to 31st August 2019. Governing Body noted members concerns raised in relation to receipt of this correspondence, the value, and a potential non-compliance culture. Governing Body noted a number of steps are ongoing to reduce non-compliance practices and to achieve total procurement compliance as soon as possible which includes:</p> <ul style="list-style-type: none"> <li>• Appointment of a Procurement Manager for the University to lead a centralised management function.</li> <li>• A specific University internal audit procurement review with the resultant actions taken following its findings and recommendations to assist this process.</li> <li>• Implementation of a centralised Financial Management system from 1<sup>st</sup> September 2021.</li> </ul> <p>ii) <b><u>HEA/TU Dublin Oversight Agreement 2021 and TU Dublin Memorandum (15<sup>th</sup> March 2021)</u></b>            The Chair stated that there are seventeen principles set out in this HEA/TU Dublin oversight agreement. In addition to following these principles, there are a number of confirmations which require signing off by the President and the Chair. The Chair noted that he was signing on behalf of the Governing Body.</p> <p>The Chair informed members that having received the appropriate affirmation of the University's compliance with the principles of this agreement in relation to the 2020 grants from the HEA, he recommended Governing Body approval of the HEA/TU Dublin Oversight Agreement 2021 as presented.</p> <p>Governing Body noted a number of requirements and responsibilities under this HEA oversight agreement and that Governing Body and its Committees should review their obligations under this agreement as part of their Terms of Reference. This would determine how each of the HEA requirements are being met, what requirements have been delegated to the executive, and the feedback loop to Governing Body.</p> <p>Governing Body also noted that new legislation is currently proposed by the DFHERIS which may replace this HEA agreement, and includes a number of proposals surrounding greater penalties and sanctions for non-compliant organisations.</p> <p>iii) <b><u>Student booking fee deposit correspondence update</u></b>            The COO updated members on the current status in relation to correspondence concerning a booking fee deposit issue. A response is being prepared which will be sent to the correspondent by 31<sup>st</sup> March 2021.</p> <p>The Chair informed members that this correspondence may have raised a potential corporate governance issue and will update members further on this matter at the next Governing Body meeting.</p>	<p><b>NOTED</b></p> <p><b>NOTED</b></p> <p><b>APPROVED</b>            Proposed: J Grant            Seconded: R Gorman</p> <p><b>NOTED</b></p> <p><b>NOTED</b></p> <p><b>NOTED</b></p> <p><b>NOTED</b></p>

REF	ITEM	DECISION
<b>Section B – Strategic Items</b>		
23.01/07	<b>STRATEGIC PLAN UPDATE</b>	
	<p>Governing Body noted the strategic plan report presented by the President.</p> <p>Following discussion Governing Body suggested that a tabulated version replace the current reporting format for the next meeting. This new format should map the strategic plan overview updates to the three strategic pillars and their KPI's, include explanatory notes, and be configured in a dashboard style layout.</p> <p>Governing Body noted that the format for this report would evolve and change over time to suit the meeting requirements, and were also mindful that an appropriate balance is achieved on providing regular useful information and communications on the activities associated and aligned with the strategic plan to all stakeholders including Governing Body, University staff and students.</p> <p>Governing Body commended the President for the work achieved to date and wished to note the performance and success of TU Dublin staff in relation to the amount of research coming into the system over the last twelve months especially under the restrictions imposed by Covid19 and Brexit.</p>	<p>NOTED</p> <p>NOTED PRESIDENT/ SECRETARIAT/CHAIR</p> <p>NOTED</p> <p>NOTED</p>
23.01/08	<b>EQUALITY, DIVERSITY AND INCLUSION UPDATE</b>	
	<p>The Chair welcomed Professor Yvonne Galligan (Director, Equality, Diversity and Inclusion), who joined the meeting for this item, and invited the President to brief members on this presentation.</p> <p>Following the presentation, the Governing Body EDI Chair expressed his thanks to Professor Galligan and her team for the important work that was being achieved, prioritised and undertaken with a finite level of resources. He re-emphasised the importance of embedding the EDI design into all areas of the University and to encourage and incentivise more Schools to aspire to achieving an Athena Swan standard. Governing Body noted its full support for EDI processes and procedures to help embed the principle and practice of equality, diversity and inclusion across the University.</p> <p>Governing Body noted that a number of national grant agencies and organisations require Athena Swan standards as an essential requirement when applying for grants, including Science Foundation Ireland (SFI). Governing Body also noted the significance of having a University gender equality plan in place as this requirement increasingly becomes part of the eligibility criteria for a number of European agencies including Horizon Europe Funding. Governing Body noted that the University gender equality plan is the Athena Swan plan and this plan is being developed through a group called the Self-Assessment Team which consists of forty individuals from across the University and is gender balanced. This group is in the process of drafting the plan and will share this draft document within the wider University for comment, feedback and input before its submission in November 2021.</p> <p>Governing Body noted that the Senior Academic Leadership Initiatives (SALI) process invites institutions to apply in areas where they can address a specific deficit in gender equality. Governing Body noted it is a very competitive process and the University needs to be able to identify a specific gap and opportunity that provides sufficient information for a competitive review to award a professorship to the successful institute.</p> <p>Governing Body noted the EDI directorate has a nascent research centre (RINCE) to stimulate research both internally and externally, to improve the University's processes and share its learnings and experiences with external organisations. This research is fed back into the race, gender and equity issues within the University.</p> <p>The Chair thanked the President, Professor Galligan and the EDI Chair.</p>	<p>NOTED</p> <p>NOTED</p> <p>NOTED</p> <p>NOTED</p> <p>NOTED</p>

REF	ITEM	
<b>Section C – Formal Approvals (Codes, Contracts, Mandates, Policies, Procedures)</b>		
23.01/09	<b>FORMAL APPROVALS</b>	
	<p>The following documents were presented to Governing Body for approval.</p> <p><b>1. CODES</b></p> <p>a) <b><u>Amendments to current TU Dublin Code of Governance (2019)</u></b></p> <p>i) <b>Amended TU Dublin Code of Governance (2021)</b></p> <p>ii) <b>Proposal to incorporate the Code of Practice for the Governance of State Bodies Annex (2020) requirements into TU Dublin Code of Governance (<i>Memorandum 16<sup>th</sup> March 2021</i>)</b></p> <p>Governing Body approved the proposed wording to incorporate the required amendments of the Code of Practice for the Governance of State Bodies Annex (2020) into the TU Dublin Code of Governance 2019 as detailed in the Memorandum of 16<sup>th</sup> March 2021</p> <p>b) <b><u>Draft TU Dublin Charity Code of Governance (2021)</u></b></p> <p>i) <b>Proposed TU Dublin Charity Code of Governance (<i>Memorandum 16<sup>th</sup> March 2021</i>)</b></p> <p>ii) <b>Draft TU Dublin Charity Code of Governance (2021)</b></p> <p>Governing Body noted that the draft TU Dublin Charity Code of Governance 2021 is based on the Charities Regulator document, ‘Charities Governance Code’, and incorporates six principles, thirty-two core standards and seventeen additional standards which reflect best practice for large, complex organisations. Governing Body noted a compliance checklist is being prepared to ensure these six principles and forty-nine standards are being met.</p> <p>Governing Body noted that under Section 1 of the draft Code there are three items highlighted under which TU Dublin are not in strict compliance due to its governing legislation, (TU Act 2018), and its reporting obligations to the C&amp;A-G and the HEA. Governing Body noted a further potential non-compliance which relates to the staff member positions on the Governing Body as prescribed under the TU Act 2018, and the Charities Regulator will confirm their position on this when TU Dublin submits its Annual Report to the Charities Regulatory Authority.</p> <p>Governing Body noted that their individual and collective responsibilities and obligations under a number of governance instruments which include the TU Act 2018, TU Dublin Code of Governance and the Charities Act, would be clarified further at a future Governing Body meeting to understand and reconcile where governance differences may arise between the different governance instruments. Governing Body noted the annual compliance checklist would be useful to inform members of their obligations and evidence under the different instruments at this meeting.</p> <p>Governing Body noted that the TU Dublin Foundation was a separate legal entity, operated under the Charity Regulator and had its own governance codes. It was noted that the C&amp;A-G had expressed a view that the Foundation statements should be fully consolidated into the University statements. It was agreed that the foundations legal status, governance arrangements and financial reporting would be subject to discussion at a future Governing Body meeting.</p> <p>Governing Body approved the draft TU Dublin Charity Code of Governance 2021 presented and outlined in the Memorandum of 16<sup>th</sup> March 2021.</p>	<p style="text-align: center;"><b>APPROVED</b> Proposed: É Finan Seconded: A O’Toole</p> <p style="text-align: center;"><b>NOTED</b></p> <p style="text-align: center;"><b>NOTED</b></p> <p style="text-align: center;"><b>NOTED</b> <b>SECRETARIAT/COO</b></p> <p style="text-align: center;"><b>NOTED</b></p> <p style="text-align: center;"><b>APPROVED</b> Proposed: É Finan Seconded: A O’Toole</p>

REF	ITEM	
<b>Section C – Formal Approvals (Codes, Contracts, Mandates, Policies, Procedures)</b>		
23.01/09	<b>FORMAL APPROVALS</b>	
	<p><b>2. PROCUREMENT CONTRACTS</b></p> <p>a) <b><u>Provision of Legal Services (Memorandum 16<sup>th</sup> March 2021)</u></b>                      Governing Body approved the recommendation to enter into a contract with the successful supplier for each lot for the provision of Legal Services to TU Dublin as detailed in the Memorandum of 16<sup>th</sup> March 2021, and subject to an amendment on page two, first sentence, which replaces the wording Lot 8 with Lot 11.</p> <p><b>3. MANDATES</b></p> <p>a) <b><u>Revised Bank Mandates (Memorandum 24<sup>th</sup> March 2021)</u></b>                      Governing Body noted that the University bank mandates had been reviewed by the Finance and Property Committee (FPC) at its meeting on 11<sup>th</sup> March 2021. It had agreed that the University bank mandates across the three campuses would be amended to reflect a consistent position, and a requirement for individual payments over €500,000 to have UET approval would be reflected in this revision. Governing Body noted that this is an interim arrangement until the introduction of the new financial Management System post 1<sup>st</sup> September 2021.</p> <p>Governing Body also noted that this revision had further strengthened and tightened the mandate requirements in place. Governing Body noted that the next revision of this document would be reviewed by both ARC and FPC before presentation to Governing Body to include procurement, electronic banking restrictions, and seniority of signatories.</p> <p>Governing Body approved the proposed revised bank mandates recommendations detailed in the Memorandum of 24<sup>th</sup> March 2021.</p> <p><b>4. REGULATIONS</b></p> <p>a) <b><u>Proposed amended Governing Body Staff Member Election Regulations 2021</u></b>                      Following additional clarification, Governing Body approved the proposed amended Governing Body Staff Member Election Regulations 2021 presented subject to the following amendments:-</p> <p>i) Two separate election processes will take place and be held sequentially with elections for Panels A and B held first, to be followed by elections for Panels C and D. The wording in the updated amended document to reflect this change in the election process under Sections 6.1 and 7.1, by replacing the word simultaneously with 'sequentially' and the word count with 'elections'.</p> <p>ii) The Nominations and Process Committee (NPC) amendments agreed at their meeting on 9<sup>th</sup> March 2021 are also to be included in the updated amended document.</p> <p>Governing Body noted that the term of office for the elected Panel A Governing Body staff nominee will commence following approval of their appointment at the next Governing Body meeting. The elected nominees from Panel B, C and D will commence their terms of office on 1<sup>st</sup> July 2021.</p> <p>Governing Body also noted that the NPC would examine and propose an election schedule for future staff elections to include clarity on timings of elections and terms of office. This would be presented to Governing Body for their consideration at a future meeting, following the completion of the current Governing Body staff member election processes.</p>	<p><b>APPROVED</b>                      Proposed: A O'Toole                      Seconded: C Larkin</p> <p><b>NOTED</b></p> <p><b>NOTED</b></p> <p><b>APPROVED</b>                      Proposed: J Grant                      Seconded: C Larkin</p> <p><b>APPROVED</b>                      Proposed: P Kelly                      Seconded: M Marjoram</p> <p><b>NOTED</b></p> <p><b>NOTED</b>  <b>SECRETARIAT/NPC CHAIR</b></p>

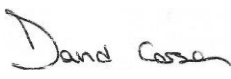


REF	ITEM	DECISION
<b>Section D – Executive Reports</b>		
23.01/10	<b>EXECUTIVE REPORTS</b>	
	<p><b>1. <u>PRESIDENT'S REPORT</u></b>            Governing Body noted the President's Executive Summary which also included an update on access for students for bookable library space. This is in addition to the click and collect process already available for library materials. Governing Body noted that for programmes that cannot be delivered remotely and require face to face engagement there is an upper limit of 5% of the average normal student daily attendance on campus being applied. These activities must be essential and time critical. Responding to queries raised in relation to student requirements by accreditation boards, Governing Body noted that the University can demonstrate the learning output impact in a pragmatic and sensible manner which has satisfied the majority of accreditation bodies. Some of the clinical and health accreditation bodies are taking a different approach and this is being discussed at national level. The University is participating in these discussions.</p> <p>Governing Body wished to extend their congratulations to the President and his team on the immensely successful construction and migration projects on the Grangegorman site which were completed under extremely challenging conditions including both commercial and Covid19 restrictions.</p> <p><b>2. <u>REGISTRAR'S AND DEPUTY PRESIDENT'S (RDP) EXECUTIVE REPORT</u></b>            Governing Body noted the RDP's Executive Summary, who highlighted the significant increase in CAO applicants for level 6 and 7, which is an important trend and fits in with the University's strategy for student accessibility and increased opportunities.</p> <p><b>3. <u>CHIEF OPERATIONS OFFICER'S (COO) REPORT</u></b>            Governing Body noted the COO's Executive Summary and that a number of property items would be taken under the FPC Report.</p> <p>Responding to concerns raised in relation to the proposed timeframe to complete the integrated Student Record System (SRS), Governing Body noted that this is a very complex process. It involves three separate legacy systems, and is replacing both the student facing and back end of the SRS which involves the full life cycle of the student from when they join the University. Governing Body noted that the proposed plan and advice received is to implement the new system on a sequential basis by starting with the first years commencing in 2022 and building from that. Governing Body noted that further updates on this project will be provided at future meetings and particularly after a number of SRS workshops take place in April and May 2021 which will further clarify the milestones, approach and rollout plan for this project.</p> <p><b>i) <u>University Seal Register Report (24<sup>th</sup> March 2021)</u></b>            Governing Body noted the Memorandum from the University Secretary, (18<sup>th</sup> March 2021), confirming documents to which the TU Dublin seal had been applied during the period 28<sup>th</sup> January 2021 to 18<sup>th</sup> March 2021.</p> <p><b>4. <u>GOVERNING BODY REPORT(S)</u></b>            The Chair summarised the regular Governing Body meeting documentation pack currently provided to members and the distribution system in place to access this pack. The Chair proposed a review of the presentation of the Governing Body meeting information, the amount of meeting papers required, method to access the meeting documentation, and the most effective and secure distribution system. This review is a work in progress and will involve the creation of potentially three new reports to capture three main areas including, strategic items and KPI monitoring, risk management policies and procedures, and timelines for compliance items. These reports may require a number of iterations to develop a final streamlined reporting process, but will lead to a reduced volume of papers and facilitate additional time for discussion at meetings. It is planned to have this new way of operating in place for either the May or July meeting.</p>	<p>NOTED</p> <p>NOTED</p> <p>NOTED</p> <p>NOTED</p> <p>NOTED</p> <p>NOTED</p> <p>NOTED</p>

REF	ITEM	DECISION
<b>Section E – Committee Reports</b>		
23.01/11	<b>COMMITTEE REPORTS</b>	
	<p>a) <b>Audit and Risk Committee (ARC)</b></p> <p>1) <b>Approved ARC Minutes – Meeting 12 (20<sup>th</sup> January 2021)</b>                      Governing Body noted the minutes of the twelfth ARC meeting held on 20<sup>th</sup> January 2021.</p> <p>2) <b>TU Dublin C&amp;A-G Management Letter with Managements Responses (9<sup>th</sup> March 2021)</b>                      Governing Body noted the TU Dublin management response to the C&amp;G on 9<sup>th</sup> March 2021.</p> <p>3) <b>ARC Report</b>                      Governing Body noted the following ARC Chair's update from its meeting held on 12<sup>th</sup> March 2021, which also included two separate meetings (without the executive), with the C&amp;A-G and then Crowe/PA (the University external OD consultants):</p> <p>i) The ARC members met with Mark Mulvihill, the Audit Senior and Peter Kingsley the Audit Director (C&amp;A-G), and discussed the top five high risk items from their management letter, including:</p> <ul style="list-style-type: none"> <li>• Two sets of accounts (31<sup>st</sup> August 2019) and (31<sup>st</sup> August 2020) had both been received late and outside their deadline and requested that this does not re-occur.</li> <li>• Need to amalgamate the three different units as they are doing three separate audits including the consolidated audit.</li> <li>• Wanted to see a note included in the Statement of Internal Control on the financial effects of Covid19 on the University for the year ended 2020.</li> <li>• Signing off accounts needs to be within the 12 month after the end of the accounting period</li> <li>• The expected close out date on the field work for the next audit is the 18<sup>th</sup> June 2021.</li> </ul> <p>The ARC Chair informed members that overall it was a positive meeting with the C&amp;A-G.</p> <p>ii) The ARC members met with the Crowe/PA consulting team present to discuss the recruitment of the specific heads of function, and the amalgamation of the different units.</p> <p>iii) A number of additional items were also discussed at the ARC meeting including:</p> <ul style="list-style-type: none"> <li>• A process to list the documentary evidence, assurance mapping and auditable assertions required in terms of ensuring that both the University and the Governing Body can sign off on governance documentation and year end certification.</li> <li>• Mazars are conducting an audit on behalf of the HEA in relation to all the monies TU Dublin have received from the HEA in relation to Covid19 supports.</li> <li>• Reviewed the Internal Audit review report from Deloitte in relation to GDPR and data protection.</li> <li>• An implementation process of the recommendations from the audits that had taken place.</li> <li>• Code of Practice for the Governance of State Bodies Checklist</li> <li>• TU Dublin Charity Code of Governance Checklist</li> <li>• Three internal audits had completed. Corporate Governance has been added to the plan to be completed next with the Procurement audit now scheduled to start earlier than originally planned.</li> <li>• ARC twelve month rolling work plan.</li> <li>• ARC meeting will be extended by thirty minutes to facilitate volume of work.</li> </ul> <p>The ARC Chair advised that a third Governing Body external member is required to serve on this Committee to meet the governance requirements set out under the TU Dublin Code of Governance.</p>	<p>NOTED</p> <p>NOTED</p> <p>NOTED</p> <p>NOTED</p> <p>NOTED</p>



REF	ITEM	DECISION
	<b>Section E – Committee Reports</b>	
<b>23.01/11</b>	<b>COMMITTEE REPORTS</b>	
	<p><b>b) <u>Equality, Diversity and Inclusion Committee (EDIC)</u></b></p> <p>i) <b><u>Approved EDIC Minutes – Meeting 4 (2<sup>nd</sup> December 2020)</u></b>            Governing Body noted the minutes of the fourth EDIC meeting held on 2<sup>nd</sup> December 2020.</p> <p>ii) <b><u>EDIC Report</u></b>            The EDIC Chair informed Governing Body that at their meeting held on February 2021, the Committee had received an informative presentation from Dr G Craddock, National Disability Authority and independent EDIC member, which had lead to an important discussion taking place on the approach to disabilities within the University.</p> <p>Governing Body noted that the EDIC had held a special meeting on 23<sup>rd</sup> March 2021 to review the draft University document ‘Ending Sexual Violence and Harassment’, to be submitted together with an action plan to the HEA before the deadline date of 31<sup>st</sup> March 2021.</p> <p><b>c) <u>Finance and Property Committee (FPC)</u></b></p> <p>i) <b><u>Approved FPC Minutes – Meeting 6 (19<sup>th</sup> January 2021)</u></b>            Governing Body noted the minutes of the sixth FPC meeting held on 19<sup>th</sup> January 2021.</p> <p>ii) <b><u>FPC Report (Meeting 11<sup>th</sup> March 2021)</u></b>            Governing Body noted the FPC Chair’s update from their meeting on 11<sup>th</sup> March 2021. The Chair proposed, pending a physical site visit onto the Grangegorman campus that a virtual video of the Grangegorman development should be an agenda item for a future Governing Body meeting. This would enable members have an overview of the space and significant achievement in delivering this construction project.</p> <p><b>d) <u>Nominations and Process Committee (NPC)</u></b></p> <p>i) <b><u>Memorandum – Appointment of NPC members (1<sup>st</sup> March 2021)</u></b>            Governing Body noted the Appointment of NPC Members (<i>Memorandum 1<sup>st</sup> March 2021</i>) had been ratified by members electronically on 5<sup>th</sup> March 2021.</p> <p>ii) <b><u>Approved NPC Minutes – Meeting 5 (16<sup>th</sup> February 2021)</u></b>            Governing Body noted the minutes of the fifth NPC meeting held on 16<sup>th</sup> February 2021.</p> <p>iii) <b><u>Ministerial Nominees Update</u></b>            Governing noted that the DFHERIS had indicated that these three ministerial nominee positions would be advertised shortly.</p> <p>iv) <b><u>Governing Body Membership - Terms of Office</u></b>            Governing Body noted that the Chair will communicate directly with the external members of Governing Body in relation to their terms of office. The Governing Body staff members’ terms of office were progressing under the forthcoming Governing Body staff member elections and would be discussed further at a future NPC meeting after these elections take place.</p> <p><b>e) <u>Nominations Committee (NC)</u></b></p> <p>i) <b><u>Memorandum - Appointment of NC members (1<sup>st</sup> March 2021)</u></b>            Governing Body noted the Appointment of NC Members (<i>Memorandum 1<sup>st</sup> March 2021</i>) had been ratified by members electronically on 5<sup>th</sup> March 2021.</p> <p>ii) <b><u>NC Report</u></b>            Governing Body noted that a meeting had taken place of the NC on 23<sup>rd</sup> March 2021, and further updates on the work of this Committee will be presented at the next Governing Body meeting.</p>	<p>NOTED</p> <p>NOTED</p> <p>NOTED</p> <p>NOTED</p> <p>NOTED</p> <p>SECRETARIAT/CHAIR</p> <p>NOTED</p> <p>NOTED</p> <p>NOTED</p> <p>NOTED</p> <p>NOTED</p> <p>NOTED</p> <p>NOTED</p>

REF	ITEM	DECISION
	<b>Section E – Committee Reports</b>	
<b>23.01/11</b>	<b>COMMITTEE REPORTS</b>	
	<p>f) <b>Committees Terms of References Update</b>            This item was deferred to the next Governing Body meeting to take account of a number of items which may impact on these Terms of References.</p> <p>Governing Body noted there was currently an independent member vacancy on the ARC. A summary profile of this position will be circulated to members of Governing Body for their attention and possible recommendations to fill this position.</p>	<p>NOTED</p> <p>NOTED ARC CHAIR</p>
	<b>Section F – Standard Items</b>	
<b>23.01/12</b>	<b>ANY OTHER BUSINESS</b>	
	<p>The following matter was noted under this item.</p> <p>Governing Body members noted that future meeting documentation will be accessed only through the existing Governing Body portal system. This will be in line with the University cyber security review and its recommendation to extend multifactor authentication across all platforms to ensure confidential documentation is as secure as possible. IT support and guidance will be co-ordinated through the secretariat to ensure ease of access for members in advance of the next Governing Body meeting.</p> <p>Governing Body noted that the combined meeting pack document will also be included on the portal repository for members to review in advance of each meeting.</p>	<p>NOTED</p> <p>NOTED SECRETARIAT/COO</p> <p>NOTED</p>
<b>23.01/13</b>	<b>GOVERNING BODY EXTERNAL MEMBERS MEETING 2021</b>	
	<p>The Chair informed members that under <i>Section 1.7</i> of the TU Dublin Code of Governance, the Governing Body should meet twice a year without members of the Executive and Governing Body members formally connected with TU Dublin present, to discuss any matters deemed relevant. Governing Body noted that the date of the first of these meetings will be scheduled to take place in advance of the next Governing Body meeting on 12<sup>th</sup> May 2021.</p>	<p>AGREED SECRETARIAT/CHAIR</p>
<b>20.01/14</b>	<b>NEXT MEETING</b>	
	<p>Members noted that the next Governing Body meeting is scheduled to take place on <b>Wednesday, 12<sup>th</sup> May 2021 at 8.00am.</b></p> <p>The Chair thanked members for their attendance and participation.</p> <p>SIGNED  _____  <b>David Carson</b>  <b>CHAIR</b></p> <p>DATE: 12<sup>TH</sup> MAY 2021.</p>	<p>NOTED</p> <p>NOTED</p>