

Technological University Dublin 1st Governing Body

MINUTES

MEETING 3/1: Wednesday, 6th February 2019, (08.00), TU Dublin, City Campus, Grangegorman, Clock Tower, Room 4

PRESENT: Professor T Collins (Chair), Ms I Reynolds (Deputy Chair), Professor D FitzPatrick (President), Ms D Blanckensee, Dr M Carr, Dr C Fisher, Ms A Keatinge, Mr P Lavelle

APOLOGIES: Full Attendance

IN ATTENDANCE: Dr M Meaney (Lead, TU Dublin Programme Team), Mr D Murphy (University Secretary)

SECRETARIAT: Ms Y Cooke (TU Dublin Programme Team)

DOCUMENTATION: **Circulated prior to meeting**

1. Agenda – TU Dublin 1st Governing Body – Meeting 3 (6th February 2019)
2. Draft Minutes – TU Dublin 1st Governing Body Meeting 2 (15th January 2019)
3. Delegation of Functions – Extract TU Act 2018 (Section 9(7))
4. TU Dublin Alignment to some Non-Tuition Charges
5. TU Dublin Revised Recruitment, Selection and Appointment Policy
6. TU Dublin Dignity and Respect at Work
7. TU Dublin Grievances Procedures
8. TU Dublin Protection of Children and Vulnerable Adults
9. TU Dublin Disciplinary Procedures
10. TU Dublin Acceptable Usage Policy
11. TU Dublin Information Security Policy
12. Memorandum – TU Dublin Governing Body Audit and Risk Committee Membership
13. Terms of Reference (*Former DIT Governing Body Committees*)
14. TU Dublin Governing Body Response to Letter (20th December 2019)

Circulated at the meeting


1. Draft TU Dublin 1st Governing Body Standing Orders

REF	ITEM	DECISION
03.01/00	WELCOME	
	The Chair welcomed Ms Amy Keatinge as a new member and the TU Dublin Governing Body Student Representative to the third meeting of the Governing Body.	NOTED
03.01/01	APOLOGIES	
	The Chair noted full attendance for this meeting.	NOTED
03.01/02	PROPOSED MEETING AGENDA	
	The Agenda for the meeting, as had been circulated, was approved and adopted.	APPROVED Proposed: P Lavelle Seconded: I Reynolds

REF	ITEM	DECISION
03.01/03	DECLARATION OF CONFLICT OF INTEREST	
	The Chair noted there were no conflicts of interest declared by members present.	NOTED
03.01/04	APPROVAL OF MINUTES	
	The draft Minutes of the second meeting of the Governing Body held on 15 th January 2019 were approved subject to the removal of the wording “six months” from Item [(03.01/11.2) - <i>Strategic Development Plan</i>].	APPROVED Proposed: I Reynolds Seconded: C Fisher
03.01/05	MATTERS ARISING	
	The Governing Body noted the following correspondence issued with the meeting documentation. <ul style="list-style-type: none"> TU Dublin Governing Body response to letter from DIT Heads of School to TU Dublin Governing Body Members (20th December 2018). 	NOTED
03.01/06	ELECTION OF A DEPUTY CHAIRPERSON	
	The Governing Body approved the appointment of Ms Imelda Reynolds as Deputy Chair in accordance with Schedule 1, <i>Governing Body of Technological University</i> , Paragraph 5(4), of the TU Act 2018, with effect from this meeting, and for the period up to the appointment of the next Chair.	APPROVED Proposed: P Lavelle Seconded: C Fisher
03.01/07	DELEGATION OF FUNCTIONS	
	The Governing Body approved the delegation of awarding powers to the TU Dublin Academic Council in accordance with Section 9(1)(m) and 9(7) of the TU Act 2018.	APPROVED Proposed: P Lavelle Seconded: I Reynolds
	The Governing Body noted that the first TU Dublin Graduation Ceremony would take place on Saturday, 23 rd February 2019 in St Patrick’s Cathedral.	NOTED
03.01/08	STRATEGIC PLAN UPDATE	
	The President updated the Governing Body in relation to progress on the Strategic Plan, stating that a number of initiatives were being put in place, including the formation of a Strategic Working Group and a Steering Committee. The President informed members that work would commence shortly on the Strategic Plan with a provisional completion date set for September 2019 and will keep the Governing Body fully informed on its progress.	NOTED
	It was agreed that this matter would become a standing agenda item at each meeting.	NOTED
03.01/09	POLICIES AND PROCEDURES	
	i) <u>Finance</u> a) <u>TU Dublin Non-Tuition Charges Alignment Policy</u> The Governing Body approved the proposed, “ <i>TU Dublin Non-Tuition Charges Alignment Policy</i> ”.	APPROVED Proposed: A Keatinge Seconded: I Reynolds

REF	ITEM	DECISION
03.01/09	POLICIES AND PROCEDURES	
	<p>ii) <u>Human Resources</u></p> <p>a) <u>TU Dublin Revised Recruitment, Selection and Appointment Policy</u> The Governing Body noted the objection raised by a member in relation to the diminished role of the Governing Body in relation to the appointment process. Following discussion, it was agreed that there was some ambiguity in the legislation as to the executive functions and reserved functions in this regard. It was agreed that the objection be noted and that the matter could be re-visited if necessary when the full complement of the Governing Body membership was in place.</p> <p>Responding to queries in relation to the timeframe for the appointment process, the Governing Body noted that a time schedule would be presented to the members at a future meeting.</p> <p>The Governing Body approved the revised, "<i>TU Dublin Recruitment, Selection and Appointment Policy</i>".</p> <p>b) <u>TU Dublin Dignity and Respect at Work</u> The Governing Body approved the proposed, "<i>TU Dublin Dignity and Respect at Work Policy</i>", subject to the following amendments noted and approved:</p> <p>i) The wording within Section 8, Appeal, subparagraph 8.2, to exclude "<i>at the discretion</i>".</p> <p>ii) Policy wording to be updated in relation to consistency and descriptors.</p> <p>c) <u>TU Dublin Grievance Procedures Policy</u> The Governing Body approved the proposed, "<i>TU Grievance Procedures Policy</i>".</p> <p>d) <u>TU Dublin Protection of Children and Vulnerable Adults Policy</u> The Governing Body approved the proposed, "<i>TU Dublin Protection of Children and Vulnerable Adults Policy</i>".</p> <p>e) <u>TU Dublin Disciplinary Procedures Policy</u> The Governing Body approved the proposed, "<i>TU Dublin Disciplinary Procedures Policy</i>".</p> <p>It was noted that these policies were subject to operational reviews.</p>	<p>NOTED</p> <p>NOTED University Secretary</p> <p>APPROVED Proposed: P Lavelle Seconded: I Reynolds</p> <p>APPROVED Proposed: P Lavelle Seconded: I Reynolds</p> <p>APPROVED</p> <p>NOTED</p> <p>APPROVED Proposed: P Lavelle Seconded: I Reynolds</p> <p>APPROVED Proposed: P Lavelle Seconded: I Reynolds</p> <p>APPROVED Proposed: P Lavelle Seconded: I Reynolds</p> <p>NOTED</p>
	<p>iii) <u>ICT</u></p> <p>a) <u>TU Dublin Acceptable Usage Policy</u> The Governing Body approved the proposed, "<i>TU Dublin Acceptable Usage Policy</i>".</p> <p>b) <u>TU Dublin Information Security Policy</u> The Governing Body approved the proposed, "<i>TU Dublin Information Security Policy</i>", subject to amending the policy title to TU Dublin Information Systems Security Policy.</p>	<p>APPROVED Proposed: P Lavelle Seconded: I Reynolds</p> <p>APPROVED Proposed: P Lavelle Seconded: I Reynolds</p>

REF	ITEM	DECISION
03.01/10	COMMITTEES AND REPORTS	
	<p>i) <u>Governing Body Committees</u></p> <p>a) <u>Nominations Committee</u> The Chair reported that a number of meetings had taken place including a workshop facilitated by PwC to support the Committee in developing and designing a competency based framework to be used when inviting applications from potential candidates for appointment as external members of the Governing Body. The Chair also informed members that the development and design of the election processes for the TU Dublin Governing Body staff representatives was also under way.</p> <p>b) <u>Appointment of TU Dublin Governing Body Audit and Risk Committee Members</u> The Governing Body approved the appointment of the following nominees as external members to the TU Dublin Governing Body Audit and Risk Committee.</p> <ul style="list-style-type: none"> • Ms Dorit McCann, [REDACTED] • Mr Kieran Mulcahy, [REDACTED] • Ms Miranda O'Donovan, [REDACTED] <p>The Governing Body agreed that Mr Paddy Bowler, Chair of the Governing Body Audit and Risk Committee would be invited to attend Governing Body meetings on a regular basis to brief members on the ongoing work of this Committee.</p> <p>The Governing Body noted that the term of office for members of the Audit and Risk Committee is to be agreed with the Chair of this Committee to ensure a succession strategy is taken into consideration and built into the Terms of Reference for this Committee.</p> <p>c) <u>Additional Governing Body Committees</u> Having taken a number of factors into consideration including the Governing Body meeting schedule and the task of completing the Governing Body membership, it was agreed to postpone establishing additional Governing Body Committees until the complete Governing Body was formed.</p> <p>The Governing Body agreed to include a Finance Report and a Property Report as two separate standing agenda items going forward.</p> <p>ii) <u>Reports</u></p> <p>a) <u>Governing Body Standing Orders</u> A draft Governing Body Standing Orders document was tabled at the meeting for members' information and it was agreed that the final draft would be circulated to members for their review in advance of the next Governing Body meeting.</p>	<p>NOTED</p> <p>APPROVED Proposed: P Lavelle Seconded: C Fisher</p> <p>AGREED</p> <p>NOTED</p> <p>AGREED</p> <p>AGREED</p> <p>AGREED</p>
03.01/11	ANY OTHER BUSINESS	
	<p>The following matter was raised under this item.</p> <p>i) The Governing Body approved the request by the University Secretary for the use of the Seal in relation to a Grangegorman Development Agency (GDA) warranty.</p>	<p>APPROVED Proposed: P Lavelle Seconded: Chair</p>

REF	ITEM	DECISION
03.01/12	PROPOSED SCHEDULE OF MEETINGS	
	<p>Next Meeting The next meeting is scheduled for Wednesday 13th March 2019 at 08.00 in TU Dublin, Tallaght Campus.</p> <p style="text-align: center;">  SIGNED _____ Professor Tom Collins CHAIR </p> <p style="text-align: center;">DATE: 13TH MARCH 2019</p>	<p style="text-align: center;">NOTED</p>