

Technological University Dublin 1st Governing Body

MINUTES

MEETING 2 Tuesday, 15th January 2019, (17.30), TU Dublin, City Campus, Grangegorman, Greenway Hub, GW302

PRESENT: Professor T Collins (Chair), Professor D FitzPatrick (President), Ms D Blanckensee [from Item 02.01/02]

Dr M Carr [from Item 02.01/02], Dr C Fisher, Mr P Lavelle, Ms I Reynolds

APOLOGIES: Ms A Keatinge

IN ATTENDANCE: Dr M Meaney (Lead, TU Dublin Programme Team), Mr D Murphy (Director of Corporate Services)

SECRETARIAT: Ms Y Cooke (TU Dublin Programme Team)

DOCUMENTATION: Circulated prior to meeting

1. Agenda – TU Dublin 1st Governing Body Meeting 2 (15th January 2019)

2. Report Stage 1 - Membership of 1st TU Dublin Governing Body (Staff and Student Representation)

3. Draft Minutes - TU Dublin 1st Governing Body Meeting 1 (1st January 2019)

Correspondence – Letter (20th December 2018)

5. TU Dublin Travel, Subsistence and Expense Policy

6. TU Dublin Recruitment, Selection and Appointment Policy

7. TU Dublin Selection Procedures

8. Proposed Schedule of Meetings 2019 - TU Dublin 1st Governing Body

REF	ITEM	DECISION
02.01/01	MEMBERSHIP OF 1ST TU DUBLIN GOVERNING BODY	
	Report Stage 1 — Membership of 1st TU Dublin Governing Body The Governing Body approved the appointment of the following staff and student representatives nominated as members to the 1st TU Dublin Governing Body proposed in, "Report Stage 1 - Membership of 1st Technological University Dublin Governing Body (Staff and Student Representatives)", and in accordance with Section 12(5)(a) of the TU Act 2018, with effect from this meeting, for a period of up to 30th June 2019 or the date of appointment of the Governing Body in the manner provided in Section 55(3), whichever is the earlier. Ms Deirdre Blanckensee (Non-Academic Staff Representative) Dr Michael Carr (Academic Staff Representative) Ms Amy Keatinge (Student Representative)	APPROVED Proposed: P Lavelle Seconded: C Fisher
02.01/02	1/02 WELCOME	
	The Chair welcomed Dr Carr and Ms Blanckensee as new members to the second meeting of the Technological University Dublin, Governing Body.	NOTED
02.01/03	/03 APOLOGIES	
	The Chair noted members apologies received for this meeting.	NOTED
02.01/04	PROPOSED MEETING AGENDA	
	The agenda for the meeting, as had been circulated, was approved and adopted.	APPROVED Proposed: I Reynolds Seconded: C Fisher



REF	ITEM	DECISION
02.01/05	DECLARATION OF CONFLICT OF INTEREST	
	The Chair noted there were no conflicts of interest declared by members present.	NOTED
02.01/06	APPROVAL OF MINUTES	
	The draft Minutes of the first meeting of the Governing Body held on 1st January 2019 were approved.	APPROVED Proposed: I Reynolds Seconded: C Fisher
02.01/07	MATTERS ARISING	
	There were no matters arising from the first meeting of the TU Dublin Governing Body held on 1st January 2019.	NOTED
02.01/08	3 CORRESPONDENCE	
	The Governing Body noted the following correspondence issued with the meeting documentation:	
	Letter from DIT Heads of School to Governing Body members (20th December 2018)	NOTED
02.01/09	STANDING ORDERS	ROWN NOT W
	i) Quorum The Governing Body approved the quorum necessary for the transaction of business to be five members and a duly convened meeting of the Governing Body at which a quorum is present, shall be competent to exercise all or any of the authorities, powers and discretions vested in or exercisable by the Governing Body. It was agreed that the quorum would be 50% of the membership plus one.	APPROVED Proposed: I Reynolds Seconded: C Fisher
	The Governing Body noted a member of the Governing Body who participates in an electronic meeting, (conference call), is taken for all purposes to have been present at the meeting, in accordance with Schedule 1, Paragraph 5(8) and (9) of the TU Act 2018.	NOTED
	ii) Standing Orders Committee The Chair requested the Legal Secretary to draft a proposal setting out standing orders for the Governing Body, subject to the provisions under the TU Act 2018 and in accordance with best practice.	Noted Legal Secretary
	It was agreed that this draft document would be circulated to members for consideration at the next Governing Body meeting.	NOTED Secretariat
02.01/10	POLICIES AND PROCEDURES	
	i) <u>Finance</u>	
	a) Travel, Subsistence and Expense Policy The Governing Body approved the proposed, "TU Dublin Travel, Subsistence and Expense Policy", subject to the following additions and amendments noted and approved:	APPROVED Proposed: P Lavelle Seconded: I Reynolds
	i) The wording within Section 1.3 Scope to include, "In circumstances where the Budget Holder is the expense claimant, the Budget Holder should seek the required review and approval from their relevant line manager".	APPROVED
	ii) Update wording in relation to TU Dublin descriptors.	NOTED
	It was noted that work on harmonising this policy continued with an assessment of the potential budgetary impact of this process to be presented by the Legal Secretary at a future meeting.	NOTED Legal Secretary



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02.01/10	ii) Human Resources a) Recruitment, Selection and Appointment Policy The Governing Body approved the proposed Recruitment, Selection and Appointment policy on an interim basis subject to an updated document to be presented at the next Governing Body meeting to include the following amendments: i) It should be noted in the policy that it does not apply to the recruitment of the President. ii) External members of the Selection Board are required to confirm their approval of the proposed Shortlisting Report in advance of candidates being called to interview. iii) Pending discussions with the TUI on the requirement for all new academic staff appointed to TU Dublin at Assistant Lecturer and Lecturer level, who do not currently have a teaching qualification or equivalent to undertake the Postgraduate Certificate in Third Level Learning and Teaching offered by the University's Learning and Teaching Centre, all recruitment documentation including this policy to change "required" to "facilitated". iv) Revision of the language regarding the grounds on which a candidate may make an appeal. v) Revision of the timeline for lodging an appeal to be revised from 2 days to 3 days. vi) Revision of the composition of the Appeals Panel in circumstances where these individuals have been directly involved in the Shortlisting decision or Selection Board decision that is subject to an Appeal. b) Selection Procedures The Governing Body approved the proposed Selection Procedures.	APPROVED Proposed: P Lavelle Seconded: C Fisher APPROVED Proposed: P Lavelle	
02.01/11	WORK PROGRAMME	Seconded: C Fisher	
	In accordance with Section 12(1)(h) of the TU Act 2018, the Governing Body approved the establishment of a Nominations Committee which will comprise three members, Mr P Lavelle, Ms I Reynolds and Professor T Collins as the Chair. This Committee is tasked with providing governance oversight on behalf of the Governing Body to oversee the making of regulations and procedures for conducting elections and seeking nominations for appointment to complete the formation of the first Governing Body. The work of this Committee will be supported by the Legal Secretary and the Governing Body secretariat. It is scheduled to complete its work by June 2019, to bring forward the names of the successful nominees to be appointed as members for approval by the Governing Body.		
	2. Strategic Development Plan The President informed members that in accordance with Section 18 of the TU Act 2018, the timeline for preparing the first Strategic Development Plan was as soon as practicable after the appointed day. The period specified for the plan is between 3-5 years with each subsequent plan prepared not earlier than 6 months or later than 3 months in advance of its expiration.	Noted	
02.01/12	ANY OTHER BUSINESS		
	There were no matters raised under this item.	NOTED	



REF	Ітем	DECISION
02.01/13	PROPOSED SCHEDULE OF MEETINGS	
	i) Next Meeting The next meeting is scheduled for Wednesday 6th Februa City Campus, Grangegorman.	ry 2019 at 18.00 in TU Dublin, NOTED
	ii) Proposed Governing Body Schedule of Meetings - 2019 The Governing Body approved the following schedule of mee	tings for 2019. APPROVED Proposed: Chair Seconded: I Reynolds
	6th February 08:00 City Campus	
	13th March 08:00 Tallaght Can	npus
	10th April 08:00 City Campus	
	1st May 08:00 City Campus	
	 29th May 08:00 Blanchardsto 	own Campus
	• 26th June 08:00 City Campus	
	• 17th July 08:00 City Campus	i.
	 11th September 08:00 Tallaght Can 	npus
	9th October 08:00 City Campus	
	6th November 08:00 City Campus	
	11th December 08:00 Blanchardsto	own Campus
	SIGNED Professor Tom Collins CHAIR	
	DATE: 6 [™] FEBRUARY 2019	