

NOTES OF THE GOVERNING BODY MEETING

HELD ON TUESDAY 2nd MAY 2017 @ 4PM.

IN THE BOARDROOM, DR. T.K. WHITAKER BUILDING

Mr. Gerald O Driscoll, HR Manager, joined the meeting and informed the Governing Body that authority had been received from the Department of Education to proceed with the recruitment of a new President. A Recruitment/Service Agency will be drawn down from the OGP Framework to run the competition. The deadline for appointment of this Agency is 15th May 2017.

A Sub Group of the Governing Body was appointed to overview the process; they will liaise with the Recruitment/Service Agency once appointed. It is planned to hold interviews, late June/early July with a view to having a new President appointed by September 2017. Permission has only been given for a five year appointment.

The Sub Group will consist of the following members;

Cllr Clifford Kelly
Cllr Oliver Tully
Mr Paschal McGuire
Cllr Cathy Bennett
Mr Bill Sweeney

Proposed by: Paschal McGuire

Seconded by: Oliver Tully

Declarations of Interest

One of the members indicated that he had a conflict of interest in one of the agenda items and would absent himself from the meeting when the item was being discussed.

G.237.1**M.236 Minutes of the Meeting of 5th April 2017**

The minutes of the Governing Body of 5th April 2017 were approved.

Proposed by: Bill Sweeney

Seconded by: Paschal McGuire

Voted and agreed on.

Bereavements

Recent bereavements were noted.

G.237.2**Matters Arising****The TU Process**

The President informed the members that the report prepared for the six Institutes was not yet finalised but hopefully will be for the next meeting.

G.237.3**Correspondence**

1. Letter from HEA 28th March 2017, re Grant Allocation 2017.

G.237.4.1**Personnel Report**

The appointments were noted and confirmed.

G.237.4.2**President's Report****1. Strategic Dialogue Cycle 4**

DkIT is finalising its 2017 Mission-based Compact with the HEA which is due for submission in May. This written submission is part of the strategic dialogue cycle 4 process, and will be followed by a meeting with HEA Officials and Institute Management on 25th September next.

Meanwhile the DkIT Accountability and Budget meeting will take place on 26th May in the HEA Offices.

2. Entrepreneurship, Creativity and Innovation Summer Camp

DkIT is to receive €9000 in funding from the HEA to deliver an Entrepreneurship, Creativity and Innovation Summer Camp to a minimum of 20 second level students this year.

3. Visit by First Secretary and Deputy Head of Mission, Australian Embassy, Dublin

Mr Simon Mamouny, First Secretary and Deputy Head of Mission, Australian Embassy, Dublin launched the Global Work Integrated Learning Programme Study Visit to Melbourne & Sydney on campus on Wednesday 26th April.

4. Visit by Damien English, TD

Mr. Damien English TD, Minister of State for Housing and Urban Renewal will visit DkIT on Tuesday, 9th May at 12pm.

5. Book Launch

Dr Martin Maguire, Senior Lecturer in the Department of Humanities is launching *County Louth and the Irish Revolution, 1912-23*

6. New Programmes Validated

The following programmes were validated

recently: **School of Health & Science:**

- > BSc (Hons) Agri-Food Production
- > Certificate in Leadership and Management in Intellectual Disability Nursing.

School of Informatics & Creative Arts:

- > Higher Diploma in Science in 3D Computer Animation (Validated Nov 2016; Programme commenced in Feb 2017)
- > Higher Certificate in Science in Computing and Business (Validated Nov 2016; Programme due to commence in Sep 2017)
- > Higher Diploma in Science in Computing (Differential validation for delivery in part-time mode in Dec 2016; Programme commenced in Feb 2017)

Ministerial Visits

Ms Helen McEntee TD, Minister for Mental Health & Older People will visit DkIT on Friday 5th May at 10.00 a.m. to launch the Strategic Alliance between DkIT & ALONE.

Mr Damien English, TD, Minister for State for Housing and Urban Renewal will visit the Institute on Tuesday 9th May at 12 noon.

G.237.5 Finance, Audit & Risk Committee

Minutes of Meeting MF161 21st March 2017

The minutes of the Finance, Audit & Risk Committee MF1 61 were noted.

Annual Governance Statement 2015/2016 including Statement of Internal Controls 2015/2016

The Annual Governance Statement 2015/2016 including the draft Statement of

Internal Controls 2015/2016 as recommended by the Finance, Audit & Risk Committee were presented to the members by the Vice President for Finance and Corporate Affairs. They were approved

Proposed by: Paschal McGuire
Seconded by: Fergal Smyth

Voted on and agreed

2017 Budgetary Submissions

2017 Budgetary Submission was discussed. The Budget for 2017 is aligned with the Financial Plan 2016/2018 as agreed with the HEA. A breakeven position is expected for 2017 due to extra funding received for Projects, Apprentices and increased numbers in the RGAM model. The Budget was approved by the Governing Body.

Proposed by: Paschal McGuire
Seconded by: Bill Sweeney

Voted on and agreed

Finance Report to February 2017

The Financial Report for the first six months up to February 2017 was discussed.

Financial Summary	Period			YTD			2016/17 Budget €'000	FY - Period	
	Feb-17 Actual €'000	Feb-17 Budget €'000	Variance €'000	Feb-17 Actual €'000	Feb-17 Budget €'000	Variance €'000		Feb-16 Actual €'000	Feb-16 Actual €'000
Income	3,518	3,223	295	19,897	19,335	562	38,667	3,247	19,484
Pay	2,619	2,568	(51)	15,718	15,416	(302)	30,831	2,886	15,831
Non Pay	691	604	(87)	3,901	3,612	(289)	7,222	357	4,085
Total Expenditure	3,310	3,172	(138)	19,619	19,028	(591)	38,053	3,243	19,916
Operating Surplus/(Deficit) excluding Research and Devolved Grant	208	51	157	278	307	(29)	614	4	(432)
Research - Net Surplus/(Deficit)	0	0	0	0	0	0	0	0	0
Operating Surplus/(Deficit) excluding Devolved Grant	208	51	157	278	307	(29)	614	4	(432)
Devolved Grant	0	0	0	0	0	0	0	62	375
Operating Surplus/(Deficit)	208	51	157	278	307	(29)	614	66	(57)

It was reported that extra income received from the HEA from the RGAM and for other Projects is contributing towards a breakeven situation for the year. The results for the first six months show a surplus of €278k nett of Research and Devolved Grant but this should level out by the end of the year. (A Devolved Grant of €750k in September 2016 was received and spent on Capital requirements for the four Schools).

Under the Lansdowne Road agreement, salaries were to be increased by €1k for staff earning salaries under €60k from September 2017. This now takes effect from 1st April and the Institute will have to claim from the HEA the April – Sept funding, estimated to be approximately €300k. No provision has been made in the Financial Reports or the Programmes and Budgets for this amount.

Funding for Apprentices continues to grow with the increase in student numbers. There will be six extra blocks from September 2017, delivering approximately €500k in additional funding but it is expected for 2017/2018 that the RGAM Grant will be down by over €3 00k as student numbers are down.

Internal Audit Review of System of Internal Financial Control

This report focused on Accounts Payable and Travel and Subsistence Allowance Processes. The report had five findings and three observations. Following a review of the report, it was adopted.

Proposed by: Paddy Mathews

Seconded by: Cathy Bennett

Voted on and agreed

Internal Audit Findings Follow-up Review

This report detailed a review of the current status of implementation of findings and recommendations made in the following internal audit reports dated November 2015:

- Review of Internal Controls
- Review of IT Controls
- Review of Legislative Compliance

These reports had 33 recommendations. 11 findings have been fully closed, 5 are open and 17 are in progress or partially implemented. The findings of the report and in particular the outstanding items were discussed and the report was adopted.

Proposed by: Aaron Lawless

Seconded by: Paddy Matthews

Voted on and agreed

G.237 .6 Seal

The Institute's seal was applied to Ireland Planner and Rain and Conker.

G.237.7 Sale of Ice Dome

Mr. Paddy Matthews excluded himself from the meeting as he had previously declared an interest in this item.

The following document as presented by the Land and Buildings Committee; It was noted that this Land and Buildings Committee is really a subcommittee of the Finance, Audit & Risk Committee and is not the same Committee previously referred to as the Land and Buildings Committee. The members of this Committee are drawn from the Finance, Audit & Risk Committee, which does not include Staff or Student representatives.

Following on from the meeting of the Land & Buildings Committee held on Thursday 27th April, 2017, please note the following:

1. *In consideration of the disposal of state property assets, the following policies and protocols must be adhered to:*

- *Circular 17/2016: Policy for Property Acquisition and for Disposal of Surplus Property;*
- *Circular 11/15: Protocols for the Transfer and Sharing of State Property Assets;*
- *Code of Practice for the Governance of State Bodies;*
- *Use of the State Property Register - <https://maps.opw.ie>.*

A copy of this documentation is made available to the members of the Finance, Audit & Risk Committee for review.

2. *In accordance with these policies and protocols the following recommendations are made to the Finance, Audit & Risk Committee for their consideration and approval:*

- *In adherence to the Institutes own procedures and requirements, the President will seek formal approval from the Governing Body for the sale of the property (Ice Dome);*
- *The Vice President for Strategic Planning, Communication and Development will:*
 - (a) *Develop a draft Business Case as set out in Circular 17/2016: Policy for Property Acquisition and for Disposal of Surplus Property. This will be circulated to the Land & Buildings Committee and Finance Audit & Risk Committee for review and approval;*
 - (b) *Following approval, the property (Ice Dome) will be registered on the State Asset Register for a period of 1 month;*
 - (c) *During this period an independent valuation of the property (Ice Dome) will be carried out;*

The retendering of the services of an Agent/Auctioneer will take place;

Once the prerequisite processes, as outlined above, have been completed, and subject to the outcome of the State Property Register process and subject to Governing Body approval, the property (Ice Dome) will be disposed of.

3. Given that there are 2 bids currently pending for consideration, the Vice President for Strategic Planning, Communication and Development will advise the current Agent of the new process being undertaken by the Institute.

It is anticipated that these tasks will be completed within a 4/6 week timeframe.

After a detailed discussion, the following was agreed;

1. It was proposed that a new valuation be carried out.(The new valuation of the premises may not be carried out by any person who has previously valued the Ice Dome on behalf of a third party)
2. The Institute proceeds with the procurement process for the appointment of an agent for the sale of the premise;

Proposed by: Bill Sweeney
Seconded by: Paschal McGuire

Voted 9 for, 2 against

The Business Case will be forwarded to the Governing Body for its approval marked "Strictly Confidential"

It was agreed to reaffirm the decision to offer the Ice Dome premises for sale.

Proposed by: Paschal McGuire
Seconded by: Bill Sweeney

Voted 7 for, 2 against, 2 abstain

A review of minutes of previous Governing Body and Finance and Audit meetings including attendance, where discussion regarding the sale of the premises is to be carried out.

G.237.8

AOB

Sub Committees of the Governing Body

As the process of the appointment of a new President and Chairperson are in progress, it was agreed to defer the review of the sub committees of the Governing Body until after these appointments are made.

The Governing Body formally congratulated Staff and Students on the success of the recent 10K Run.

Chairperson: _____ **Date:**