

NOTES OF MEETING OF THE GOVERNING BODY

HELD ON MONDAY 4th MARCH 2019 AT 16.00

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

Declarations of Interest

Nil

- G.255.1 Minutes M.254 Minutes of Meeting dated 28th January 2019**
The minutes of the Governing Body of 28th January 2019 were approved.

Proposed by: Mr. Paschal McGuire;
Seconded by: Mr. Bill Sweeney.

- G.255.2 Matters Arising**
None.

- G.255.3 Correspondence**
Ms. Irene McCausland, Vice President for Strategic Planning, Communications & Development (VP SCD) joined the meeting at 16.15 to provide an update on Item G. 255.6 Update GAA (see minute below).

On a separate note the Chairman asked the VP SCD for an update on the Ice Dome.

Ice Dome:

The VP SCD briefed the Governing Body on the up-to-date position re the Ice Dome. The Institute procured GVA Donal O Buachalla as Agents for the Ice Dome.

Capital Investment €18.5m

The VP SCD is currently in discussion with the HEA re the implementation of the Capital Project and recently met personnel from the Building Unit, Department of Education and Skills. In the personnel report being tabled at this meeting, the appointment of a Project Manager is listed and is expected to take up the post on the 1st April 2019. The VP SCD stated that Procurement for Design Team and Architect Team is in process. We are also awaiting reports from the HEA re devolved procedures. The Chairman conveyed his appreciation to the VP SCD for attending the Governing Body meeting and updating them on the GAA, Ice Dome and Capital Grant and apologised for the short notice on requesting her attendance at the meeting.

The VP SCD left the meeting at 16.45.

G.255.4.1 Personnel Report

Recent appointments were noted and confirmed.

G.255. 5 Finance Audit & Risk Committee (FAR)

Minutes of Meeting MF184 dated 15th January 2019

The minutes of the Finance, Audit & Risk Committee M.F. 184 dated 5th January 2019 were noted.

M.F. 185 Fixed Assets September 2018 to December 2018

The Fixed Assets September 2018 to December 2018 were noted.

The HR Manager joined the meeting at 16.50 to circulate Programmes and Budget allocation for IoTs received from the HEA. The HR Manager outlined the 3 boxes on the spread sheet outlining financial year (1st September to 31st August) and calendar year (1st January to 31st December). Our RGAM compared to 2018 has increased by 2.6%, actual difference 2019 vs 2018 is €420,362. Research percentage is 5.9%, 2019 research and innovation allocation is €293,423; Apprenticeship balance of €1,086,864. The HR Manager stated that the allocation for Nursing is sent separately.

He also outlined that the Institute did not receive any funding for (i) Flex hour; (ii) Pay increase public sector new entrants in some cases two increments. The Finance Office is currently working on what the cost will be and will write to the HEA; (iii) no full funding for pay increase in September and annual cost of increments. Discussion and clarification on financial and academic year end allocations.

The Chairman thanked the HR Manager for briefing the Governing Body. The HR Manager left the meeting at 17.10.

G.255.6 Update on GAA

The Vice President for Strategic Planning, Communications & Development (VP SCD) joined the meeting at 16.15 to provide an update on the GAA.

The VP SCD on instruction from the Governing Body as per Minute G.254 which the VP SCD read at the meeting as follows:-

- (i) *Provision to ensure that material used for the land fill meets relevant standards and DkIT has a means to satisfy itself regarding this;*
- (ii) *DkIT is not necessarily committed to continue with any further arrangements;*
- (iii) *Land fill levels to be agreed by the DkIT Estates Manager.*

Legal advisors contacted for a revised letter for assurance regarding the above items. The VP SCD to also include that DkIT will inspect the lands and also to ensure that the Louth County Board incur the costs ie. any inspections to the site and other costs that may arise.

The VP SCD outlined that the advice from the Solicitor is that the Governing Body/Institute should adhere to Circular 17/2016 DPER Policy for Property

Acquisition and for Disposal of Surplus Property. VP SCD advised that she will draw up the Business Case as set out in the circular for consideration by Committee and Governing Body. It was stated that the requirement to place the property on the State Register for a month would require qualification as the lands are not for disposal. It was reiterated that Governing Body are only giving permission to the GAA Louth County Board to (1) make an application for planning permission to “fill” the lands on condition that the requirements mentioned above are adhered too and (2) consent to fill the lands following such permission. In addition this permission does not include consent in any relation to any of the other items and enables the Institute not to proceed with any further arrangements if it so chooses.

The VP SCD read the draft letter tabled at the meeting and explained that this letter now required additional items to be included as outlined in this minute. We are awaiting an updated response from our Legal advisors.

G.255.7 Policy in relation to receiving correspondence (G243)

G.255.7.1 Revised Policy in relation to receiving correspondence by members of the Governing Body and members of the Committees of the Governing Body was circulated prior to the meeting.

The President outlined the background to revising the Policy.

The Governing Body adopted the Revised Policy presented at the meeting.

Proposed by: Mr. Paschal McGuire;
Seconded by: Mr. Fergal Smyth.
Voted: All in favour.

G.255.8 Seal

The Institute’s seal was applied to the following and noted.

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| Leasing documents for Ireland Planner |
| Leasing documents for Insight/TSM Control Systems |
| Leasing documents for SDS Energy Group Ireland |

G.255.9 AOB

Land & Buildings Sub-Committee

The Chairman informed the Governing Body that a Land and Building sub-committee is arranged for Tuesday, 12th March 2019 at 14.00. Ms. Antoinette Rourke gave her apologies from recollection she has a prior commitment with the Programmatic Review for Engineering.

Equality Gender Sub Committee

The Chairman requested the President’s Office to set up a meeting for the sub-committee Gender Equality.

Bereavements

Recent bereavements were noted.

Date of next Meeting

The date of the next meeting is Thursday 28th March at 2.30 p.m. the President's Office to notify the Governing Body members.

Meeting concluded at 17.20.

Signed: _____

Date: _____

**Clifford Kelly
Chairman**