

## Minutes of Policy Committee meeting

**Date:** Thursday, 14<sup>th</sup> March 2024  
**Time:** 3:30 pm, via Microsoft Teams  
**Chair:** Professor Patrick Prendergast

**Attendees:** Dr Kathleen Moore Walsh  
 Mr Kevin Lewis

**In attendance by invitation of the Governing Body:**

Professor Veronica Campbell, President  
 Ms Elaine Sheridan, Vice President Governance/University Secretary

**In attendance by invitation for Agenda Items 2.1:**

Dr Jennifer Morrissey, Research Integration Lead

**Secretariat:** Susan Green, Corporate Risk, Compliance & Internal Audit Co-ordinator

Item Title	
<b>1.</b>	<b><u>Chairperson's Opening:</u></b>
1.1	<u>Chairperson's opening notes</u> NOTED The Chairperson welcomed members to the meeting. Confirming the meeting was quorate, he commenced the business of the meeting.
1.2	<u>Conflict of Interest Declaration</u> NOTED The Chairperson asked members if they had any conflicts to declare particularly associated with items on the agenda. No member present declared a conflict for this meeting.
1.3	<u>Approval of minutes: 20<sup>th</sup> February 2024</u> AGREED To approve the minutes of 20 <sup>th</sup> February 2024.
1.4	<u>Matters arising - Action Log</u> NOTED The Chairperson referred to Item 1 on the Action Log, and advised the Committee that he had provided an update to Governing Body in relation to academic policies as per this committee's discussion of the matter.
<b>2.</b>	<b><u>Policies for Review:</u></b>  The Committee were advised that, as per the agenda, six policies were due for review. Two policies are being recommended with no/minor changes, one amended in line with legal advice and there are three new policies for approval. Policy owners have been invited to present items 2.1 and 2.5.

### 2.1 Authorship Policy

The Chairperson welcomed Dr Morrissey to the meeting and invited Dr Morrissey to provide a brief overview of the policy. There was some discussion around the consultation process and whether the policy had been approved by Academic Council.

RECOMMENDED that clarity is provided with regard to the consultation process.

RECOMMENDED that the Authorship Policy is presented to Academic Council for its input ahead of coming to this committee.

### 2.2 Child Protection Policy

NOTED Ms Sheridan advised that there were no changes to the Child Protection Policy.

Ms Sheridan noted that the sector is currently considering the needs of vulnerable adults and the Child Protection Policy is likely to be reviewed again within 12 months to capture any changes necessary in this regard.

AGREED To recommend the Child Protection Policy to the Governing Body for approval.

### 2.3 Code of Conduct for Employees

NOTED Ms Sheridan advised of the proposed changes to the Code of Conduct for Employees.

AGREED To recommend the Code of Conduct for Employees to the Governing Body for approval.

### 2.4 Garda Vetting Policy

NOTED Ms Sheridan advised that the Garda Vetting Policy has been consulted upon and approved by management.

There was some discussion regarding the potential for employees/prospective employees to encounter difficulties particularly in respect of international police vetting and the negative impact this may have on staff mobility. In this respect it was agreed to amend the policy to encourage those facing difficulty to contact HR and that such matters will be dealt with on a case by case basis.

AGREED To recommend the Garda Vetting Policy to the Governing Body for approval subject to the revision above.

### 2.5 Gender Expression and Identity Policy

NOTED Ms Sheridan advised that the Gender Expression and Identity Policy has been reviewed by the legal team twice including review of the changes proposed by the Equality, Diversity & Inclusion (EDI) Committee and that the lawyers agree the changes are appropriate. The Committee noted they were satisfied with the new policy and update provided and there was no requirement for the Vice President for EDI to attend the meeting to provide additional clarification.

AGREED To recommend the Gender Expression and Identity Policy to the Governing Body for approval.

### 2.6 Progression Policy

NOTED Ms Sheridan gave a brief introduction to the Progression Policy and noted that the policy is based on the National Circular 'Arrangement for Progression from Assistant Lecturer to Lecturer'.

AGREED To recommend the Progression Policy to the Governing Body for approval.

**3.**

**AOB:**

It was proposed and agreed that another meeting of the Policy Committee would be held in May 2024.

There being no other business the Chairperson thanked all those present and closed the meeting.

**Approved: Professor Patrick Prendergast, Chairperson**

**Date: 5 June 2024**