

## Minutes of Policy Committee meeting

**Date:** Wednesday, 5<sup>th</sup> June 2024  
**Time:** 4:30 pm, via Microsoft Teams  
**Chair:** Professor Patrick Prendergast

**Attendees:** Dr Kathleen Moore Walsh

**Apologies:** 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 2.2:**

Dr James O’Sullivan, Head of Innovation & Commercialisation

**In attendance by invitation for Agenda Items 2.3:**

Dr Chris O’Riordan, Academic Quality Integration Lead

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

Item Title	
<b>1.</b>	<b><u>Chairperson’s Opening:</u></b>
<b>1.1</b>	<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.
<b>1.2</b>	<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.
<b>1.3</b>	<u>Approval of minutes: 14<sup>th</sup> March 2024</u> AGREED To approve the minutes of 14 <sup>th</sup> March 2024.
<b>1.4</b>	<u>Matters arising - Action Log</u> NOTED The Chairperson referred to Item 1 on the Action Log, and noted that the item, Authorship Policy, was agenda item 2.1 for consideration.

## 2. Policies for Review:

The Committee were advised that, as per the agenda, six policies were due for review. Two policies are being recommended with changes, there are three new policies for approval and a framework for consideration. Policy owners have been invited to attend if required.

### 2.1 Authorship Policy

NOTED The policy was approved by Academic Council.

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

### 2.2 Consultancy Policy

The Chairperson welcomed Dr. O'Sullivan to the meeting and invited Dr. O'Sullivan to provide a brief overview of the policy.

There was some discussion regarding the types of consultancy carried out by staff, connectivity with the External Work Activity procedure and potential for staff to be confused about the different policies and procedures. In this respect it was agreed to amend the policy to extend the definition section to include consultancy that is viewed as external work, with links to the External Work Activity procedure and flow charts to assist staff to navigate the process.

NOTED An error in section 7 Compliance regarding Governing Body to be corrected.

NOTED The intention to bring an External Work Activity Policy to Policy Committee for approval.

Dr. O'Sullivan left the meeting.

AGREED To recommend the Consultancy Policy to the Governing Body for approval subject to the revisions above.

### 2.3 Fitness to Continue in Study Policy

The Chairperson welcomed Dr. O'Riordan to the meeting and invited Dr. O'Riordan to provide a brief overview of the policy.

NOTED The timelines for engagements with students can be extended by the Vice President Student Experience should this be required.

Dr. O'Riordan left the meeting.

AGREED To recommend the Fitness to Continue in Study Policy to the Governing Body for approval.

### 2.4 Quality Framework

NOTED Ms Green advised that Quality Framework was brought to Policy Committee as policies would be developed under the Quality Framework and would come to Policy Committee in due course for approval.

There was some discussion regarding the role of the Joint Quality Committee in reviewing the Quality Framework prior to it being recommended by them to the Policy Committee for their approval.

AGREED To recommend that Joint Quality Committee review the Quality Framework.

### 2.5 Recruitment & Selection Policy

NOTED Ms Sheridan advised that the Recruitment & Selection Policy has been amended in line with recommendations made by the Policy Committee and by Governing Body.

The Committee noted that sections 3.5 and 3.6 should be aligned in terms of ensuring balanced gender representation. The review sheet to be amended to delete 'no significant impact'.

AGREED To recommend the Recruitment & Selection Policy to the Governing Body for approval subject to the revisions above.

2.6

Treasury Management Policy

NOTED Ms Sheridan gave a brief introduction to the Treasury Management Policy and noted that the policy has been approved by the Finance & Capital Investment Committee.

AGREED To recommend the Treasury Management Policy to the Governing Body for approval.

3.

**AOB:**

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

It was noted that the Hospitality and Entertainment Policy is on the Executive Management Team agenda for review on 12 June 2024.

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

**Approved: Professor Patrick Prendergast**

**Date: 9 January 2025**