

## Minutes of Policy Committee meeting

**Date:** Thursday 9<sup>th</sup> January 2025  
**Time:** 12.00 – 1.25pm, via Microsoft Teams

**Chairperson:** Professor Patrick Prendergast

**Attendees:** Mr Kevin Lewis

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

Professor Veronica Campbell, President  
 Ms Elaine Sheridan, Vice President Governance/University Secretary  
 Ms Susan Green, Corporate Compliance & Risk Manager

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

Dr Kim Murphy, Head of Innovation & Commercialisation

**In attendance by invitation for Agenda Item 2.2:**

Dr Geraldine Canny, Head of Research

**In attendance by invitation for Agenda Item 2.4:**

Ms Sarah Morrissey, Internal Auditor

**In attendance by invitation for Agenda Item 4:**

Mr David Denieffe, VP Student Experience  
 Mr Tony Miller, Director of ICT

**Secretariat:** Ms Annette Byrne

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 all apologised for the rescheduling of 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.

1.3	<p><u>Approval of minutes: 5<sup>th</sup> June 2024</u>          AGREED To approve the minutes of 5<sup>th</sup> June 2024 and to upload to the website.</p>
1.4	<p><u>Matters arising - Action Log</u>          NOTED All matters in order with no new items to report.</p>
2.	<p><b><u>Policies for Review:</u></b></p> <p>The Committee were advised that, as per the agenda, four policies were due for review.</p> <p>2.1 <u>Export Controls Policy</u>          NOTED Dr Murphy was welcomed to the meeting. In presenting the policy she provided an overview of the requirements for such policy and the approach that has been undertaken by the HE sector in developing an appropriate policy that meets national and EU obligations in terms of export controls. It was noted that SETU is somewhat advanced in their development of the policy, which has been based on that in place in another TU. Dr Murphy provided details of the next steps in the process once a policy is in place. A brief discussion ensued highlighting the importance of an appropriate policy for SETU and clarification was sought regarding the engagement process with Government departments in developing the policy and to what extent the policy is in line with other Universities.</p> <p>AGREED It was agreed to submit the Exports Controls Policy as presented to the Governing Body for approval to be accompanied with a clarification note addressing the clarifications sought. The Chairperson thanked Dr Murphy and she left the meeting.</p> <p>NOTED The Chairperson sought clarification regarding the attendance of Policy owners to present as appropriate, notwithstanding that they may be accompanied by relevant staff members.</p> <p>2.2 <u>Open Research Policy</u>          The Chairperson welcomed Dr Canny to the meeting. She presented an outline of the purpose and scope and principles of the Open Research Policy noting the extensive consultation process that has been conducted. The committee indicated their satisfaction with the policy as presented and thanked Dr Canny for her presentation.</p> <p>AGREED To recommend the Open Research Policy as presented to the Governing Body for approval.</p> <p>Dr. Canny left the meeting.</p> <p>2.3 <u>Hospitality &amp; Entertainment Policy</u>          NOTED The Chairperson welcomed the updates to the policy. Mr Lewis queried the definition of an acceptable monetary level in terms of gifts/tokens. The matter was clarified and it was also advised that a Gift Policy is in the process of being developed.</p> <p>AGREED To recommend the Hospitality &amp; Entertainment Policy as presented to the Governing Body for approval.</p> <p>2.4 <u>Protected Disclosures Policy</u>          NOTED Ms Morrissey was welcomed to the meeting. She commenced by providing background to changes to the policy in line with legislative requirements and statutory guidance as published by DPENDER noting these inclusions in the policy as presented for review. An additional change outlined was the process for receipt of Protected Disclosures and the Designated person. This process was discussed in detail with the</p>

	<p>following amendments recommended;</p> <ul style="list-style-type: none"> <li>➤ Chair of the Audit &amp; Risk Committee to be notified of receipt of Protected Disclosures at the beginning of the process;</li> <li>➤ Clarity on dealing with potential conflicts of interest in relation to review group members, particularly in cases where such may affect the President.</li> </ul> <p>AGREED Subject to the inclusion of the recommendations above, to recommend the Protected Disclosures Policy to the Governing Body for approval.</p> <p>The Chairperson thanked Ms Morrissey and she left the meeting.</p>
3	<p><b><u>Policy Schedule</u></b></p> <p>NOTED Ms Green outlined details of the Policy Management Framework that sets out the approval process and steps taken in ensuring that the required reviews and consultations have been completed in advance of submitting to the Governing Body via the Policy Committee. She then provided details of the status of policies in progress, highlighting the development of a Cyber Security Governance framework, and the expectations and timelines for development and approval of policies. It was noted that an Emergency Response Policy is in development and requested that this is listed on the Policy Tracker document. The Chairperson thanked Ms Green for her update.</p>
4.	<p><b><u>Proposed Policies re Cyber Security</u></b></p> <p>NOTED Mr Denieffe and Mr Miller joined the meeting. Mr Denieffe firstly outlined details of the ICT projects currently in progress as part of the recovery phase of the recent Cybersecurity incident. In outlining an integral step in the process, he drew attention to the development of policies, procedures and guidelines with a focus on having policies in place to satisfy regulatory and compliance standards and directives. Mr Denieffe provided the list of polices being developed and the associated timelines for completion and implementation, noting the importance of a Cybersecurity unit for which recruitment is underway. The area of training regarding policy requirements for staff was highlighted. Mr Miller indicated that a process for mandatory training, in particular, Password Management is underway. It was acknowledged that the recent incident has identified gaps and weaknesses in internal controls, however every effort is being made to expediate and implement resources and support. The Chairperson thanked Mr Denieffe and Mr Miller for their update.</p>
5.	<p><b><u>AOB:</u></b></p> <p>NOTED Mr Lewis acknowledged the recent untimely and sad passing of an SETU colleague and extended his condolences to the SETU community. The Chairperson echoed the sentiments of Mr Lewis.</p> <p>There being no other business to attend to the Chairperson thanked all and closed the meeting at 1.25pm.</p>

**Approved: Professor Patrick Prendergast**  
**Date: 20 March 2025**