

DRAFT Minutes of Nominations Committee meeting

Date: Thursday, 30th August 2023
Time: 5.00pm, Via Microsoft Teams

Chair: Professor Patrick Prendergast

Attendees: Mr Kevin Lewis

In attendance: Professor Veronica Campbell, President

In attendance under the Code of Governance:

Ms Elaine Sheridan, Vice President for Corporate Affairs & Finance
Mr Cormac O’Toole, Vice President for Corporate Affairs

In attendance under Item 2.b

Ms Susan Green, Corporate Risk, Compliance & Internal Audit Co-ordinator

Apologies: Ms Ruth Beadle

Secretariat: Mary Clare Coogan

Item Title	
1.	<p><u>Chair’s Welcome:</u></p> <p>a. <u>Chair’s opening notes</u> NOTED The Chair welcomed members to the meeting. Confirming the meeting was quorate, he commenced the business of the meeting.</p> <p>b. <u>Approval of minutes: 25th May 2023</u> AGREED To approve the minutes of 25th May 2023 and upload to the website.</p> <p>c. <u>Matters arising</u> NOTED There were no matters arising.</p>

2.

Committee matters:

a. Terms of Reference (updated)

NOTED The Chair advised that the updated version of the Terms of Reference removed the names of the membership. He explained that this was to avoid having to up-date the document in the event of a change in membership.

AGREED To recommend the updated Terms of Reference to the Governing Body for approval.

b. Briefing Paper (updated)

NOTED Ms Susan Green was welcomed to the meeting. She advised that the committee had previously considered the implications of the HEA Act 2022 and the amendments the Act made to the arrangements for the Governing Body. The committee had also agreed a two-stage approach with the focus, in the first instance, being on stage 1 given the legislative requirement to complete this process by the 9th November 2023. Stage 2 with respect to arrangements for the Governing Body to be in place from 1st May 2024, will be considered further on completion of stage 1.

Ms Green presented slides to the committee which highlighted some of the points that were detailed in the briefing paper that was circulated to the committee, and the actions required to ensure compliance with Section 12 A of the revised Technological Universities Act 2018 on transitional arrangements for membership and chairperson of the Governing Body.

As set out in the legislation Section 12 A, SETU is required to:

- a) Determine the composition of the Governing Body
- b) Appoint the members to the Governing Body
- c) Inform the Minister of the members of the Governing Body

A detailed schedule of the actions required to complete the above three steps is set out in Appendix 1 of the briefing document.

In order to do this the university must first agree the arrangements and procedures for the appointment of members with the Minister. Ms Green advised that these arrangements and procedures are set out in the Transition Regulations 2023 - Appendix 2 of the briefing paper. The regulations set out the membership of 19 and how each type of member will be appointed or re-appointed. The proposal is that existing members, having been appointed in accordance with the competency framework and being compliant in the 19 member structure will be re-appointed for the remaining term of their office. This is with the exception of the students whose term is fixed at one year. Officials in the Department of Further and Higher Education Research Innovation and Science (FHERIS) have made further suggestions on membership which have been incorporated into the regulations and are detailed in Section 3 of the Transition Regulations 2023, and these regulations are being presented to the committee for approval.

The regulations include the proposal to ask the Minister to again nominate his three nominees and to approve the regulations. Both of these requests are included in the draft letter to the Minister - Appendix 3 of the briefing paper. Ms Green advised that since the briefing paper was circulated to the committee a request was received from the Department of FHERIS to amend the draft letter to include the names of the nominees, and also to confirm that the nominees meet the competency framework and have been effective in their roles on the Governing Body.

On approval by Governing Body, the letter and the regulations will be sent to the Minister, and the Minister's response will facilitate the Nominations Committee moving forward with the process of recommending the appointment of members to the Governing Body.

In summary, the Nominations Committee are requested to:

1. Recommend the selection, election, nomination and appointment of Governing Body members Transition Regulations 2023 to Governing Body for approval at their next meeting on the 12th September 2023 (Appendix 2).
2. Recommend the draft letter to the Minister to Governing Body for approval at their next meeting on the 12th September 2023 (Appendix 3).
3. Agree to meet as soon as possible on receipt of the Ministers response to progress with the process set out in Appendix 1 to facilitate the Governing Body making the appointments at their meeting on the 24th October 2023.

A discussion followed and it was noted that all of the committee would need to be in attendance at the next Nominations Committee meeting in order to progress with the process as outlined in point 3 above. It was suggested that this meeting could take place after the Governing Body meeting on the 12th September, depending on the availability of members.

The Chair referred to the Irish Language competency and suggested that if SETU were to provide Irish language courses for its staff and Governing Body members, it may help to maintain that competency. The VP for Corporate Affairs advised that Irish Language courses have been provided at no charge in the past to staff and it is something that could be promoted and included in the university's Training & Development Plan.

AGREED To 1) proceed with the course of action as outlined in points 1, 2 & 3 above, and 2) circulate the draft letter to the Minister to members of the committee after today's meeting, 3) to re-institute Irish Language courses in the university.

The Chair, in closing the meeting, thanked Ms Green on her very comprehensive and detailed outline of the process.