



Trinity College Dublin

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

Incorporating any amendments approved at subsequent Board meetings

Board Meeting 18 November 2020 reconvened 26 November 2020

This meeting was conducted remotely using the Zoom application and was hosted in the Yeats Room.

<i>Present</i>	Provost (Dr P J Prendergast), Vice-Provost/Chief Academic Officer (Professor J Barkhoff), Senior Lecturer/Dean of Undergraduate Studies (Professor K Mitchell), Registrar (Professor B Tangney), Bursar/Director of Strategic Innovation (Professor V Campbell), Professor K Ahmad, Professor S Alyn Stacey, Professor L Brennan, Professor A Burke, Mr K Byrne, Professor D Faas, Ms S Farrell, Mr D Grouse, Mr E Hand, Ms L Keogh, Professor R McManus, Professor K McTiernan, Ms M O'Connor, Professor D R Phelan, Ms G Scanlon, Professor A Seery, Professor F Sheerin.
<i>Apologies</i>	Ms J Donoghue, Professor R A Kenny, Professor L Roe, Professor J Walsh.
<i>In attendance</i>	Assistant Secretary to the College (Ms V Butler).
<i>(ex officio)</i>	Secretary to the College (Mr J Coman), Treasurer/Chief Financial Officer (Mr P Reynolds).
<i>(by invitation)</i>	Chief Operating Officer (Ms G Ruane), Vice-President for Global Relations (Professor J Hussey).

SECTION A

BD/20-21/072 Statements of Interest

The Secretary to the College advised that no statements of a potential conflict of interest had been received.

BD/20-21/073 2010 Consolidated Statutes - Assent of the Fellows

The Registrar advised the Board that the Fellows' assent process in respect of the proposed amendments to the Statutes, Chapter on Provost, was now complete and that 81% of Fellows have assented to the amendments. He also advised that the Visitors had approved the changes and that, as such, the revised provisions were now in force.

Action/Decision

073.01 The Board received the report from the Registrar.

BD/20-21/074 Appointment of the Next Provost

The Registrar invited the Board's attention to his memorandum dated 9 November 2020 which had been circulated in advance. He advised Board members that the final versions of the following documents had been included in the circulation of documents for this item:

- Advertisement for the position of Provost
- Further Particulars (including the application process) for intending applicants
- Timetable for the appointment process

- Suggested media in which the advertisement will be placed

The Registrar informed the Board that the advertisement and website were now live and that queries and applications were starting to be received.

The Registrar also invited the Board's attention to correspondence received from the Higher Education Authority (HEA), dated 23 October 2020, which had been circulated. Board members noted that the advertisement and further particulars have been appropriately aligned to the specified criteria as prescribed in the correspondence. The Board also noted the requirement for a written report on the appointment process to be prepared and submitted to the HEA once the process is concluded.

With reference to his memorandum dated 13 November 2020, which had been circulated in advance, the Registrar advised Board members of some changes to the membership of the Provost's appointment committees as follows:

- Incoming Board member, Ms Rachel Mathews McKay, will replace the outgoing Board member, Ms Stephanie Farrell, on the Appeals Committee.
- Professor Fintan Sheerin will replace Professor Daniel Faas as the alternate member of the Appeals Committee.

By way of clarification, the Secretary to the College advised the Board that the alternate member of the Appeals Committee will serve if, and only if, one of the three members is unavoidably absent from a meeting.

It was also noted that the position on the Interview Committee for "a member of Board who shall not be an employee or student of the College" remained vacant. Responding to a query in respect of the vacancy on the Interview Committee, the Secretary to the College advised that he had been in contact with the Department for Further and Higher Education, Research, Innovation and Science and that a list of potential Board members was with the Minister for consideration. The Secretary to the College noted that he would continue to engage with the Minister's officials to progress the nomination for appointment of an external Board member.

Action/Decision

074.01 The Board noted and approved the memorandum from the Registrar dated 9 November 2020 and the accompanying documents. The Board also noted the requirement for a written report on the appointment process to be prepared and submitted to the HEA once the process is concluded.

074.02 The Board noted and approved the memorandum from the Registrar dated 13 November 2020 and the proposed changes to the membership of Provost's appointment committees as contained within.

BD/20-21/075 University Council

The Board noted and approved the draft Acta of the Council meeting of 21 October 2020.

BD/20-21/076 Any Other Urgent Business

The following items were raised under Any Other Urgent Business:

(i) TTEC and Public Communications

The Provost advised the Board that there had been some articles featured recently in the media in respect of the TTEC Pre-Development Project which had been issued by the external commercial property company. It was noted that such communications may not have reflected the full Board decision in respect of the project. In particular, the decision for the Board to consider a full range of options in respect of the project in March 2021 had not been portrayed.

The Provost, in giving assurance to the Board in this respect, advised that the Treasurer/Chief Financial Officer had conducted a review of the contract between the University and the external company and some amendments had been agreed to improve the contract. The Treasurer/Chief Financial Officer advised that an amendment had been made to the approval process for communications in respect of the project and that the Project Manager is to now have a reporting line to the Treasurer/Chief Financial Officer.

The Provost also assured the Board that the contract contains appropriate termination clauses to allow the contract to be terminated.

In response to comments from a Board member in respect of a potential conflict of interest matter, the Treasurer/Chief Financial Officer clarified that the Steering Group remains objective and that it will bring the options to the Board for final decision. The Chief Operating Officer noted that the membership of the Steering Group also contains an external property advisor and that other advices could be sought as required.

Responding to further comments from the Board member, the Provost, noting the role of the Steering Committee and that the Chief Operating Officer and the Treasurer/Chief Financial Officer will review all advices received before they are brought to the Board, acknowledged the importance of ensuring that such advices are independent.

Following comments from other Board members on the matter, the importance of sufficient controls and ensuring that all aspects of the proposals are considered was noted.

The Bursar/Director of Strategic Innovation, noting that the Board had previously approved the appointment of an Independent Monitor to the project suggested, and it was agreed, that this appointment process should be accelerated and a Terms of Reference developed.

It was also agreed that a second external member is to be appointed to the Steering Committee and the Chief Operating Officer is to provide an update on this at the next meeting of the Board.

Action/Decision

076.01 The Board agreed that the appointment of an Independent Monitor the TTEC Pre-Development Project is to be accelerated and a Terms of Reference developed.

076.02 It was agreed that a second external member is to be appointed to the Steering Committee and the Chief Operating Officer is to provide an update on this at the next meeting of the Board.

(ii) Resumption of Teaching in Semester 2

The Vice-Provost/Chief Academic Officer informed Board members that proposals in respect of the delivery of teaching were well advanced with discussions held at meetings of the Trinity Living with Covid Oversight Group and the Continuity of Learning and Student Activities Working Group. Discussions had also been held at a Heads of School Committee meeting.

He advised the Board that the aim continues to be to deliver as much face to face teaching as permitted under national restrictions and, that at all times, the welfare of students and staff would be paramount.

Noting that the Minister for Further and Higher Education, Research, Innovation and Science had asked universities to prioritise in person activities for students, the Vice-Provost/Chief Academic Officer informed Board members that guidelines were being developed in this regard and that an update is expected in the coming week.

In response to a query from a Board member, the Vice-Provost/Chief Academic Officer acknowledged the importance of communicating with students as soon as possible so that they may plan for Semester 2.

SECTION A.2

BD/20-21/077 Occupational Health and Safety Policy

The Head of Safety, Dr Katharine Murray, joined the meeting for this item.

Dr Murray invited the Board's attention to her presentation, dated 18 November 2020, which had been circulated in advance. She advised Board members of the legal requirement to have a University Safety Statement in place. She informed Board members that the Occupational Health and Safety Policy and the Executive Summary of the Safety Statement were initially approved by the Executive Officers' Group in July 2020. The Policy and Framework Safety Statement were then revised to include references to the management of Covid-19 within the University and approved at EOG on 3 November 2020 and that the Policy was before the Board for approval and the Safety Statement for noting.

Responding to a query from a Board member, Dr Murray advised Board members that ultimate responsibility for health and safety matters rests with the Board. She acknowledged the responsibilities of Heads of School in this regard and advised that once individuals can demonstrate that all practicable steps have been taken to address health and safety matters, the likelihood of an individual being held personally liable for a matter is low.

Following comments from a Board member in respect of the impact of remote working and online teaching on staff and student mental health, the potential benefits of conducting a review in 12 months' time was acknowledged.

The Provost thanked Dr Murray, who left the meeting at this point.

Action/Decision

077.01 The Board considered and approved the memorandum from the Head of Safety dated 5 November 2020 and the accompanying Health and Safety Policy.

077.02 The Board noted the Framework Safety Statement.

SECTION B

BD/20-21/078 Board Business

(i) Callover

The Board noted the Callover updated to 21 October 2020.

(ii) Outcomes

The Board noted the Board Outcomes from the meeting of 21 October 2020.

BD/20-21/079 Coiste na Gaeilge

The Board noted and approved the draft minutes of the meeting of 7 May 2020.

BD/20-21/080 College Safety Committee

The Board noted and approved the draft minutes of the meeting of 30 July 2020.

BD/20-21/081 Equality Committee

The Board noted and approved the draft minutes of the meeting of 12 October 2020.

SECTION C

BD/20-21/082 Nominating Committee – Head of School of Dental Science

The Board noted and approved the Memorandum from the Dean of the Faculty of Health Sciences, dated 3 November 2020.

BD/20-21/083 Board Elections 2020: Technical, Administrative and Support Staff Constituency

The Board noted that, following the receipt of two valid nominations, and as the requirements specified regarding gender and grade criteria are complied with, the following have been deemed to be elected, to serve from 1 December 2020 to the last day of the summer session 2024:

Mr Kevin Byrne (Weekly-paid staff category)

Ms Rachel Mathews-McKay (Library Assistant, Senior Executive, Executive and Secretarial staff category).

BD/20-21/084 Membership of Human Resources Committee

The Board noted and approved the Memorandum from the Registrar, dated 10 November 2020.

BD/20-21/085 Gold Medal Nominations 2020

The Board noted and approved the Memorandum from the Senior Lecturer/Dean of Undergraduate Studies, dated 10 November 2020 (see Appendix 1 to this minute).

BD/20-21/086 Higher Degrees

The Board noted the Higher Degrees, approved by the sub-committee of Board and Council on 21 October 2020.

BD/20-21/087 Proctors' Lists for Autumn Commencements

The Board noted that the Proctors' Lists were approved by the sub-committee of Board and Council on 28 October 2020.

BD/20-21/088 Sealings

The Board noted the sealings, as circulated, and attached as Appendix 2 to this Minute.
This information is restricted due to commercial sensitivity.

SECTION D

In compliance with the Data Protection Acts this information is restricted.

Signed:

Date:

Gold Medals

Course	Name	Scholar
Midwifery	Gaffey, Suzanne	Sch
Computer Science and Business	McAleer, Sinead	
Computer Science and Business	McEntee, Casey	
Midwifery	Murphy, Lauren	
Psychology	Vaida, Naomi	Sch