



Minutes of the Capitation Committee

15 February 2022

At 9.30am via Zoom

Present: Chair – Prof Eoin O’Sullivan, Secretary – Aidan Marsh, FSD – Elaine Sharkey, Student Life – Catherine McCabe, DUCAC - Anna Grace Ulses; CSC – Ben McConkey; CSC – Ronan Hodson; CSC – Vince Casey; CSC – Alice Lennon; SU – Bev Genockey; SU – Sierra Mueller Owens

Apologies: Matthew Simons – DUCAC; Gisèle Scanon – GSU; Sarah Alyn-Stacey – GSU (In Attendance)

In Attendance: CSC – Joseph O’Gorman; CSC – Lucy O’Connell; DUCAC – Aidan Kavanagh; Publications – Grace Gageby

Professor Eoin O’Sullivan as Chair of the Capitation Committee opened the meeting.

Proposal to Review Capitation Committee Terms of Reference

A proposal was brought before the Capitation Committee that, with the advent of the tenure of a new Provost, it would be a worthwhile exercise to re-examine the Capitation Committee’s Terms of Reference and how it might serve as a vehicle for better facilitating the involvement of the Capitated Bodies with College.

A consensus was reached that a review of the Capitation Committee Terms of Reference is a worthwhile exercise and should be undertaken.

There was a query as to whether the Student Life Committee would be a more appropriate vehicle, and whether it would be more suitable for that committee to review its terms of reference instead. The Dean of Students, as representative of the Student Life Committee, stated that this was not necessary and the review should be carried out by the Capitation Committee.

Proposal for Terms of Reference Working Group

It was proposed that the opening paragraphs of the proposed Terms of Reference be removed as a restatement of the current Terms of Reference of the Capitation Committee was unsuitable for a working group whose purpose was to revise those Terms of Reference, and that they be and replaced with the following:

“The working group shall operate according to the Terms of Reference hereunder. It shall review the Terms of Reference of the Capitation Committee and should it see fit, bring forward a set of amendments for consideration by the Capitation Committee.”

Committee Membership:

It was proposed that the external member of the working group should not have a vote.
It was proposed that any voting representative of Capitation Committee should be permitted to be in attendance at a meeting of the working group

Following discussion the following amendments were determined for this section

- to amend the membership of the working group to permit other members of the Capitation Committee to attend meetings as non-voting members, and that their attendance shall not affect the scheduling of meetings of the working group.
- that the independent facilitator would be delisted as a member of the working group, and instead recognised as an independent facilitator invited to attend meetings when the working group deems it suitable.
- That “Or their appointed representative” would be removed

Process of Review:

Quorum to be amended to 3

Accountability:

To facilitate discussion and ensure transparency among the wider Capitation Committee, it was determined that the minutes of the working group should be circulated to the Capitation Committee as they are produced by the Working Group.

Deliverables:

It was proposed that the Hilary Meeting of the Capitation Committee would be too soon for the working group’s review to proceed, and that proposed items should instead be considered before or at the last meeting of the academic year, provided that the working group are able to provide a list of proposed changes.

It is acknowledged by the Capitation Committee that an outcome of “No changes required” is a potential deliverable.