

# TUSE

## Steering Group Meeting 11

Fri 28<sup>th</sup> Sept 2018, 10.00am

Boardroom Haughton Building, Institute of Technology Carlow

**Attendees:** Andy Shenstone (Chair)

John Moore Chair ITC, Jim Moore Chair WIT

Patricia Mulcahy President ITC, Willie Donnelly President WIT

Ann Marie Caulfield WIT, Martin Costello WIT, Mary Delaney ITC, David Denieffe ITC, Martin Dolan ITC, Ger Frisby ITC, Catherine O'Donnell ITC, Cormac O' Toole ITC, Elaine Sheridan WIT

Gary Holohan (PwC)

**Apologies:** Richard Hayes WIT, John Wells WIT

**Recording:** Shauna Whyte ITC

**The following documents were circulated in advance:**

- Agenda
- Minutes of meeting (10) – 21<sup>st</sup> September 2018 in Institute of Technology Carlow
- Draft 4.0 TUSEI Application

<b>(1) Welcome and Introduction</b>	Opening the meeting Andy Shenstone welcomed everybody to the 11 <sup>th</sup> meeting of the TUSEI Steering Group
<b>(2) Minutes of the meeting of 21<sup>st</sup> September 2018</b>	Confirmed in order by all present.
<b>(3) Matters Arising</b>	
<b>3(a) Governance</b>	<p>Both Governing Body Chairs updated the meeting on recent meetings with the respective Governing Bodies of both Institutes.</p> <p>WIT GB meeting was held on Tuesday 25<sup>th</sup> September and the President presented on the ongoing process and application to date. Industrial Relations issues in WIT have arisen and there is a WRC hearing scheduled for Tue October 2<sup>nd</sup> to address these issues. GB members are anxious to see a final application</p>

	<p>document. WIT intend holding another GB meeting shortly (no dates confirmed yet).</p> <p>IT Carlow GB meeting took place Thursday 27<sup>th</sup> September. Members were taken through a presentation on chapters 1-5 of the application and were updated on the legislative arrangements during transition phase.</p>
<p><b>3(b) Data Room</b></p>	<p>Data room(s) will be made available to pre-determined groups so that application information can be viewed in a secure setting prior to submission. Groups will include members of Governing Body, Unions, Student Unions and members of both Institute management teams. Cormac O’ Toole is to inform the Presidents and Chairs as to the processes and parameters that were used by TU4Dublin for their data room. A written draft protocol should be circulated as soon as possible to Chairs and Presidents.</p> <p>There was some discussion around whether or not the Data Room should be manned. The group decided that it should not be manned for questioning. Any questions from persons reviewing the information should be submitted in writing – more detail to follow in the written protocol.</p>
<p><b>3 (c) Political Interaction</b></p>	<p>The Chair and President of IT Carlow had a brief meeting with the Taoiseach and Minister for Higher Education on Thursday 27<sup>th</sup> September when they visited IT Carlow.</p>
<p><b>(4) Draft Submission</b></p>	<p>Andy Shenstone clarified the following points:</p> <ul style="list-style-type: none"> <li>- Equivalencies - a way forward has been agreed</li> <li>- Formatting – next draft should proceed on a formatted basis</li> <li>- EY – some work yet to be finalised with EY as E. Sheridan explained there is a call planned for later today (Fri 28<sup>th</sup>) and it is expected that these matters can be easily resolved.</li> <li>- Annexes: Annex to Chapter 3 is almost finalised, it needs to be formatted. This annex will not be included in the final TUSEI application.</li> <li>- The Kilkenny paragraphs have been redrafted</li> <li>- The Commitment to the Learner piece has been re-worked.</li> </ul> <p>Mary Delaney updated the group on the editing and additional work that was conducted over the last week. The following points are particularly of note:</p> <ul style="list-style-type: none"> <li>- The EY report will go in to the application as an Appendix. It will not need to be re-formatted. Patricia Mulcahy reported that there was a lot of interest in this report, from politicians, at the recent meeting of IBEC in the South</li> </ul>

	<p>East. It is important that this report is sent to a 3<sup>rd</sup> party at the appropriate time only. <b>Action point: a paragraph on the EY report is required for the main application.</b></p> <ul style="list-style-type: none"> <li>- <b>Action Point: a section on Risk is required by no later than Wednesday 3<sup>rd</sup> October.</b> C O'Toole, E Sheridan, G Holohan and Derek O Byrne will meet to draft this content. The emphasis will be on the strategic approach to the Change programme, articulating the risk assessment and highlighting the robust process in place to manage risk.</li> <li>- Chapters 1 to 4 will be emailed in Word format to all members of the Steering Group later today. <b>Action Point: Feedback on these chapters should be emailed to Mary Delaney by CoB Monday 1<sup>st</sup> October.</b> When these chapters are finalised they will be sent to the Designer who is awaiting content.</li> <li>- Work is still being carried out on the content for chapters 5 and 6. Friday 5<sup>th</sup> October is the target date to have the next iteration of these chapters.</li> </ul> <p>Willie Donnelly informed the group that Helen Murphy from WIT will join Mary Delaney on the editing committee, replacing Richard Hayes.</p>
<p><b>(8) AOB</b></p>	<p><b>Action Point:</b> Andy Shenstone requested that the names of the members of the Steering Group be published on the TUSE website in the interest of transparency. The Terms of Reference should also be published on the website.</p> <p>Jim Moore commented that the response from attendees at the recent IBEC South East meeting was very positive and John Moore agreed with this.</p> <p>John Moore acknowledged the high workload that everyone involved in the TUSE application has had of late. He reminded everyone that while the priority of the group is to address the risks and challenges of the TUSE process, it is important to continue to promote the overall positive message of the process, particularly to external stakeholders.</p> <p>Patricia Mulcahy reported that there was 29 applications for the post of Communications Director which she had shortlisted to 6. Willie Donnelly said that he would sign off on the shortlisting on Monday 1<sup>st</sup> October so that preparations can begin for the interview process.</p> <p>The importance of aligning dates for subsequent meetings of both Governing Bodies was reiterated. 19<sup>th</sup> October as</p>

	previously outlined does not work for WIT, 18 <sup>th</sup> October was proposed, dates to be agreed asap.
<b>Next Meeting – Date, Time, Venue</b>	9.30am 12 <sup>th</sup> October - IT Carlow - Tea /Coffee from 9.00am