

TUSE

Steering Group Meeting 17

Monday, 28th January 2019, 11.00 pm

Haughton Building, Institute of Technology, Carlow

Attendees: Andy Shenstone (Chair), John Moore, Jim Moore, Patricia Mulcahy, Willie Donnelly, Martin Costello, David Denieffe, Ger Frisby, Cormac O' Toole, Gary Holohan (PwC), Elaine Sheridan, Ann Marie Caulfied, Richard Hayes, Mary Delaney

Recording: Shauna Whyte

The following documents were circulated in advance:

- Agenda 17th meeting of TUSE Steering Group
- Minutes of TUSE Steering Group 16th TUSEI meeting
- TU Application 11.01.19

(1) Welcome and Introduction	Opening the meeting Andy Shenstone welcomed everybody to the 17 th meeting of the TUSEI Steering Group
(2) Apologies	John Wells, Catherine O' Donnell
(3) Minutes of the meeting of 14th January 2019	Awaiting further comments on one issue in the minutes after which a revised draft will be circulated.
(4) IR Update	<p>Joint Consultative Forums between Executives and Union representatives are taking place fortnightly. Awaiting feedback from TUI on draft Memo of Understanding (MoU). Terms of Reference (ToR) will hopefully be signed off in the near future.</p> <p>This Consultation process is progressing and will continue to progress post-submission.</p> <p>TUI have requested documentation – a summary of the submission – and it was agreed that this would be produced by Executives from the body of the main submission document.</p>
(5) Governing Body Update	Chair WIT Governing Body, Jim Moore reported that all Governing Body members have now seen the submission. Following their feedback Executives agreed

	<p>to put together a summary information document to include information on the change management process, timelines, workstreams etc.</p> <p>John Moore, Chair IT Carlow Governing Body, reported that governing body members are now ready to consider the application for submission but he stressed the importance of submission being a bilateral decision of both Governing Bodies rather than a unilateral decision of Carlow Governing Body.</p>
(6) Draft Submission	<p>Both sub-editors, Mary Delaney and Richard Hayes, reported on the status of the submission. There are one or two minor text additions to be made and the documents requires further proof reading. It was agreed, through the Chair, that the deadline for document completion is Friday, 8th February. The Chair thanked both sub-editors for their work on the document.</p> <p>It was agreed that any data which requires updating at time of submission could be included by way of an additional document.</p> <p>Andy Shenstone enquired about the Annex documents and their readiness for the International panel. He requested a status update from David Denieffe and Richard Hayes on this data for next meeting.</p>
(7) Programme Mobilisation Update	<p>Gary Holohan has submitted and costed an 8-week draft mobilisation plan to Presidents for their consideration. To assist with roll out of this plan a contact / point person in both WIT and ITC is required.</p> <p>The Change Management plan suggest a project manager for 4 months – this is also for consideration by Presidents and the wider Executive groups.</p> <p>PwC awaiting feedback in order to progress this.</p>
(8) Risk Analysis Update	<p>John Moore reported that the risk register is a live document which is being updated in real time. Work ongoing.</p>
(9) AOB	<ol style="list-style-type: none"> 1) Next 4 sets of TUSE meeting minutes are being prepared for TUSEI website 2) There was no updated information on TURN at this time. TURN is to become a standing item on the meeting agenda going forward. 3) Financial Update is to become a standing item on the meeting agenda going forward. A brief discussion was had on progressing PwC plan – Executives to follow up offline.

	4) Ann Marie Caulfield asked about progress on the Communications Director post. Discussion followed and the matter will be addressed offline.
(10) Next Meeting	To be advised through email for the second or third week in February