

DÚN LAOGHAIRE INSTITUTE OF ART, DESIGN AND TECHNOLOGY

Annual Governance Statement 2014/2015

Dún Laoghaire Institute of Art, Design and Technology (IADT) is committed to implementing and maintaining the highest standards of corporate governance. The Governing Body adopted the Code of Governance of Irish Institutes of Technology on 6th April 2009 and the amended Code on 14th June 2012.

Governance Statement

As Chairperson and President we make the following statements on behalf of IADT in accordance with the provisions of Section 2.10.4 of the Code (Section 2.11.4 of the amended Code):

(i) Codes of Conduct (Section 2.11.4 (i))

The Governing Body adopted the Code of Business Conduct on 1st September 2010.

The Governing Body adopted the Code of Business Conduct for Employees on 5th November 2014.

IADT has a range of processes in place to monitor the provisions of the Code of Conduct.

(ii) Significant Financial Developments (Section 2.11.4 (ii))

IADT has complied with the statutory provisions of the RTC Acts 1992-1999 and the Institutes of Technology Act, 2006.

It did not establish any new subsidiaries or joint ventures and there have been no acquisitions.

IADT confirms that external professionals have been appointed in respect of internal investigations and further details on these are provided in Appendix 1 to this Statement.

IADT remains compliant with the requirements to operate within budget and the Employment Control Framework. IADT notes that the budgetary and resources constraints imposed on the Sector generally and IADT in particular are impacting on the capacity of IADT to fulfil its remit and are impacting on the quality of the education being provided to its students.

(iii) Government Policy on Pay (Section 2.11.4 (iii))

IADT complies with the Government Policy on pay.

(iv) Financial Procedures (Section 2.11.4 (iv))

IADT affirms that all appropriate procedures for financial reporting, internal audit, travel, procurement and asset disposals are being carried out.

Audit Committee

The Governing Body has established an Audit Sub-Committee in accordance with the Code. The Audit Sub-Committee submits an Annual Report for the approval of the Governing Body and minutes of Audit Committee meetings are issued to all Governing Body Members. Details of the membership of the Audit Committee and the attendance records are set out later in this Statement.

Internal Audit

IADT has outsourced its Internal Audit function. The function operates in accordance with the Code of Governance, the Terms of Reference for Internal Audit and the Internal Audit Charter and reports directly to the Audit Committee.

Disposal of Assets and Access to Assets by Third Parties

IADT has put in place policies and procedures for the disposal of assets and the granting of access to assets by third parties. Decisions on asset disposals in excess of €70,000 and the granting of access to assets by third parties are a Reserved Function and are approved by the Governing Body. There were no significant asset disposals or granting of access to assets by third parties during the year other than as identified.

Procurement

IADT has a Procurement Policy which complies with the Public Procurement Guidelines - Competitive Process, issued in 2004 by the Department of Finance (Public Procurement Policy Unit) in relation to competitive tendering and the relevant EU Directives in relation to procurement. Staff members with responsibility for purchasing have been trained on and are conversant with this Policy. The Governing Body is satisfied that the public procurement guidelines have been complied with.

(v) Guidelines for the Appraisal and Management of Capital Proposals (Section 2.11.4 (v))

The Guidelines for the Appraisal and Management of Capital proposals are adhered to by the Institute.

(vi) Government Travel Policy Requirements (Section 2.11.4 (vi))

IADT complies with the Government Travel Policy requirements.

(vii) Value for money (Section 2.11.4 (vii))

IADT confirms that the Guidelines on Achieving Value for Money in Public Expenditure as set out in the address by the Minister for Finance of 20 October 2005 are being followed.

(viii) Compliance with Tax Laws (Section 2.11.4 (viii))

IADT confirms that it has, to the best of its knowledge, complied with its obligations under tax laws.

(ix) Procurement Policy (Section 2.11.4 (ix))

As identified above, IADT confirms that it complies, where appropriate, with its Procurement Policy and that this Policy is compliant with the national and EU procurement directives.

Other Items**Strategic Planning**

IADT can confirm that the Governing Body adopted its Strategic Plan 2014 - 2018 on the 18th June 2014.

Borrowing

IADT can confirm that it is fully compliant with the Institute of Technology Act 2006 and the Regional Technical Colleges Acts, 1992 – 1999, in relation to arrangements for borrowing.

Child Protection Policy

IADT has a Child Protection Policy in place as approved by the Governing Body on 6th February 2013.

Protected Disclosures Policy

IADT has a Protected Disclosures Policy, in accordance with the Protected Disclosures Act 2014, in place which was approved by the Governing Body on 17th June 2015.

Governing Body

The Governing Body met on 10 occasions during the period 1st September 2014 to 31st August 2015.

Meeting Date	Attendance Level
3 rd September 2014	94%
1 st October 2014	69%
5 th November 2014	81%
10 th December 2014	68%
7 th January 2015	94%
4 th February 2015	83%
11 th March 2015	76%
1 st April 2015	59%
6 th May 2015	81%
17 th June 2015	71%

Membership and details of attendance, fees and expenses paid to Governing Body Members is set out below

Governing Body Member	Nominated by	Number of meetings attended	% attendance	Governing Body Members Fees	Governing Body Members Expenses	Governing Body Interview Fees	Governing Body Interview Expenses
Rónán Ó Muirthile ¹	Minister	10	100%	None	Nil	Nil	Nil
Dr Annie Doona	President	9	90%	None	Nil	Nil	Nil
Jane Dillon Byrne	DDLETB ²	9	90%	None	Nil	Nil	Nil
Cllr Pat Hand ³	DDLETB	5	71%	None	Nil	Nil	Nil
Cllr Siorcha Nic Chormaic ⁴	DDLETB	5	71%	None	Nil	Nil	Nil
Tom Taylor	Dún Laoghaire VEC	4	40%	None	Nil	Nil	Nil
Dr Tim Jackson	County Dublin VEC	9	90%	None	Nil	€285.00	Nil
Eleanor Roche ⁵	County Wicklow VEC	10	100%	None	Nil	€3,420.00	€111.00
Barry Dignam	Academic Staff	8	80%	None	Nil	Nil	Nil
Dr Díóg O'Connell	Academic Staff	9	90%	None	Nil	Nil	Nil
Derek Larkin	Staff	9	90%	None	Nil	Nil	Nil
Pearse Connolly ⁶	ICTU	6	75%	None	Nil	Nil	Nil
Kieron Connolly ⁷	ICTU	0	100%	None	Nil	Nil	Nil
Paul Downes ⁸	Student	5	50%	None	Nil	Nil	Nil
Jade Hogan ⁹	Student	5	50%	None	Nil	Nil	Nil
Niall Kavanagh ¹⁰	Student	0	100%	None	Nil	Nil	Nil
Clíodhna Shaffrey	The Arts Council	7	70%	None	Nil	Nil	Nil

¹ Resigned with effect from 20th July 2015

² Dublin and Dun Laoghaire Education and Training Board assumed the functions of Dún Laoghaire VEC and County Dublin VEC under the Education and Training Boards Act 2013 in July 2013.

³ Appointed 2nd December 2014

⁴ Appointed 2nd December 2014

⁵ Eleanor Roche was appointed by the Governing Body to be the Deputy Chairperson in September 2014.

⁶ Resigned 27th April 2015

⁷ Appointed 15th July 2015

⁸ Term of Office concluded on 30th June 2015

⁹ Term of Office concluded on 30th June 2015, reappointed for a second Term 1st July 2015 to 30th June, 2016

¹⁰ Appointed 1st July 2015

Governing Body Member	Nominated by	Number of meetings attended	% attendance	Governing Body Members Fees	Governing Body Members Expenses	Governing Body Interview Fees	Governing Body Interview Expenses
Clodagh Whelan ¹¹	Enterprise Ireland	5	83%	None	Nil	Nil	Nil
Donal O'Mahony ¹²	Houghton Mifflin Harcourt	6	86%	None	Nil	Nil	Nil
Siobhan Bourke ¹³	Irish Film Board	2	50%	None	Nil	Nil	Nil
Teresa McGrane ¹⁴	Irish Film Board	1	100%	None	Nil	Nil	Nil
Cormac Shaw	Southside Partnership	9	90%	None	Nil	Nil	Nil

We can confirm that all fees and expenses above are paid in accordance with guidelines issued from time to time by the Departments of Finance and Public Expenditure and Reform and that these details are published in the Institute's Annual Report.

The Governing Body conducted a Review of its Performance and Effectiveness in Autumn 2013. This review was conducted by the Institute's Internal Auditors Deloitte using a template developed for the IoT Sector. A Gap Analysis in respect of the Code of Governance was conducted by the Internal Auditors in 2010 and a further Gap analysis is being completed in 2015. As the Term of Office of the current Governing Body expires in 2016, it will be a matter for the next Governing Body to plan for a review of its performance.

Audit Committee

The Audit Committee met on 4 occasions during the period 1st September 2014 to 31st August 2015.

Membership and details of attendance is set out below:

Audit Committee Member	Number of meetings attended	% attendance
Cormac Shaw ¹⁵ (Chairperson) ¹⁶	4	100%
Dr Tim Jackson	4	100%
Donal O'Mahony ¹⁷	2	100%
Eleanor Roche	4	100%
Tony Traynor ¹⁸	1	33%

¹¹ Resigned with effect from 21st February 2015

¹² Appointed 2nd December 2014

¹³ Resigned with effect from 2nd January 2015

¹⁴ Appointed 21st May 2015

¹⁵ Mr Shaw is a qualified Accountant and has considerable financial management experience

¹⁶ Mr Shaw was appointed as Chairperson of the Audit Committee on 3rd September 2014

¹⁷ Appointed by the Governing Body on 4th February 2015

¹⁸ Mr Traynor is the External Member of the Audit Committee and is a qualified Accountant. Mr Traynor resigned from the Audit Committee in March 2015


Salary of President

The President's Salary is in accordance with the Salary determined by the Minister for Education and Skills and is: €141,638

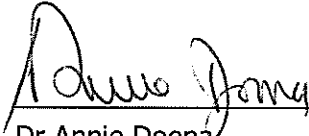
Trading Subsidiaries

The Institute does not have trading subsidiaries and therefore this section is not applicable.

Signed on behalf of the Governing Body:



Eleanor Roche
Deputy Chairperson



Dr Annie Doona
President

Dated: 30-09-15