

## **DÚN LAOGHAIRE INSTITUTE OF ART, DESIGN AND TECHNOLOGY**

### **Annual Governance Statement 2015/2016**

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 6<sup>th</sup> April 2009 and the amended Code on 14<sup>th</sup> June 2012.

#### **Governance Statement**

As the Nominated Governing Body Member<sup>1</sup> 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 1<sup>st</sup> September 2010.

The Governing Body adopted the Code of Business Conduct for Employees on 5<sup>th</sup> 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.

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<sup>1</sup> As at the date of approval of this Governance Statement, the Minister for Education and Skills has not appointed a Chairperson of the Governing Body in accordance with the Act. In the absence of an appointed Chairperson, the Governing Body has nominated a Member of the Governing Body, not being the President, to sign this statement on behalf of the Governing Body.

**(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 Public Procurement Guidelines including the requirements of the Office of Government Procurement, relevant Circulars and EU Directives. 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 18<sup>th</sup> 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 Children and Vulnerable Adults Policy in place as approved by the Governing Body on 6<sup>th</sup> February 2013 and amended on 9<sup>th</sup> December 2015.

**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 17<sup>th</sup> June 2015.

**Governing Body**

The 5<sup>th</sup> Governing Body met on 7 occasions during the period 1<sup>st</sup> September 2015 to 31<sup>st</sup> March 2016. The Term of Office of the 5<sup>th</sup> Governing Body concluded on 31<sup>st</sup> March 2016.

Meeting Date	Attendance Level
2 <sup>nd</sup> September 2015	71%
30 <sup>th</sup> September 2015	82%
4 <sup>th</sup> November 2015	76%
9 <sup>th</sup> December 2015	71%
6 <sup>th</sup> January 2016	71%
10 <sup>th</sup> February 2016	65%
2 <sup>nd</sup> March 2016	76%

It should be noted that for operational reasons the Governing Body meetings scheduled for 7<sup>th</sup> October 2015 and 3<sup>rd</sup> February 2016 were rescheduled at short notice to 30<sup>th</sup>

September 2015 and 10<sup>th</sup> February 2016 respectively. A number of Governing Body Members were therefore unable to attend the rescheduled meetings, these absences are reflected in the attendance records below.

The 6<sup>th</sup> Governing Body met on 3 occasions during the period 1<sup>st</sup> April 2016 to 31<sup>st</sup> August 2016. The Term of Office of the 6<sup>th</sup> Governing Body commenced on 1<sup>st</sup> April 2016.

Meeting Date	Attendance Level
6 <sup>th</sup> April 2016	81%
4 <sup>th</sup> May 2016	80%
15 <sup>th</sup> June 2016	87%

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
Vacant <sup>2</sup>	Chairperson	0	N/A	None	Nil	Nil	Nil
Dr Annie Doona	President	10	100%	None	Nil	Nil	Nil
Jane Dillon Byrne <sup>3</sup>	DDLETB <sup>4</sup>	7	100%	None	Nil	Nil	Nil
Cllr Pat Hand <sup>5</sup>	DDLETB	0	0%	None	Nil	Nil	Nil
Cllr Sorcha Nic Cormaic <sup>6</sup>	DDLETB	5	50%	None	Nil	Nil	€5.00
Tom Taylor <sup>7</sup>	Dún Laoghaire VEC	5	71%	None	Nil	Nil	Nil
Dr Tim Jackson <sup>8</sup>	County Dublin VEC	7	100%	None	Nil	€570.00	Nil
Eleanor Roche <sup>9</sup>	County Wicklow VEC	7	100%	None	Nil	€1,995.00	€65.00
Barry Dignam <sup>10</sup>	Academic Staff	7	100%	None	Nil	Nil	Nil

<sup>2</sup> The Chairperson resigned with effect from 22<sup>nd</sup> July 2015.

<sup>3</sup> Jane Dillon Byrne completed her Term of Office on 31<sup>st</sup> March 2016.

<sup>4</sup> 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.

<sup>5</sup> Councillor Pat Hand completed his Term of Office on 31<sup>st</sup> March 2016.

<sup>6</sup> Councillor Sorcha Nic Cormaic completed her Term of Office on 31<sup>st</sup> March 2016 and was reappointed with effect from 1<sup>st</sup> April 2016.

<sup>7</sup> Tom Taylor completed his Term of Office on 31<sup>st</sup> March 2016 and was appointed to the 6<sup>th</sup> Governing Body on 15<sup>th</sup> June 2016.

<sup>8</sup> Dr Tim Jackson completed his Term of Office on 31<sup>st</sup> March 2016.

<sup>9</sup> Eleanor Roche was appointed by the Governing Body to be the Deputy Chairperson in September 2014, in that capacity she assumed the role of Acting Chairperson on the resignation of the Chairperson in July 2015. She completed her Term of Office on 31<sup>st</sup> March 2016.

Dr Díóg O'Connell <sup>11</sup>	Academic Staff	7	100%	None	Nil	Nil	Nil
Derek Larkin <sup>12</sup>	Staff	6	86%	None	Nil	Nil	Nil
Kieron Connolly <sup>13</sup>	ICTU	8	80%	None	Nil	Nil	Nil
Jade Hogan <sup>14</sup>	Student	1	10%	None	Nil	Nil	Nil
Niall Kavanagh <sup>15</sup>	Student	8	80%	None	Nil	Nil	Nil
Clíodhna Shaffrey <sup>16</sup>	The Arts Council	7	100%	None	Nil	Nil	Nil
Donal O'Mahony <sup>17</sup>	Houghton Mifflin Harcourt	2	50%	None	Nil	Nil	Nil
Maeve McConnon <sup>18</sup>	IDA Ireland	5	83%	None	Nil	Nil	Nil
Teresa McGrane <sup>19</sup>	Irish Film Board	3	43%	None	Nil	Nil	Nil
Cormac Shaw <sup>20</sup>	Southside Partnership	6	86%	None	Nil	Nil	Nil
Dr Fionnuala Anderson <sup>21</sup>	DDLETB	3	100%	None	Nil	Nil	Nil
Celine Blacow <sup>22</sup>	Staff	3	100%	None	Nil	Nil	Nil
Marie Carroll <sup>23</sup>	Southside Partnership	3	100%	None	Nil	Nil	Nil
Helen Cullinane <sup>24</sup>	Houghton Mifflin Harcourt	0	100%	None	Nil	Nil	Nil
Alice Hartigan <sup>25</sup>	Student	0	100%	None	Nil	Nil	Nil

<sup>10</sup> Barry Dignam completed his Term of Office on 31<sup>st</sup> March 2016.

<sup>11</sup> Dr Díóg O'Connell completed her Term of Office on 31<sup>st</sup> March 2016.

<sup>12</sup> Derek Larkin completed his Term of Office on 31<sup>st</sup> March 2016.

<sup>13</sup> Kieron Connolly completed his Term of Office on 31<sup>st</sup> March 2016 and was reappointed with effect from 1<sup>st</sup> April 2016.

<sup>14</sup> Jade Hogan was a Student Member and was appointed for a Term of Office from 1<sup>st</sup> July 2015 to 30<sup>th</sup> June 2016

<sup>15</sup> Neil Kavanagh was a Student Member and was appointed for a Term of Office from 1<sup>st</sup> July 2015 to 30<sup>th</sup> June 2016 and has been reappointed for a second Term from 1<sup>st</sup> July 2016 to 30<sup>th</sup> June 2017.

<sup>16</sup> Clíodhna Shaffrey completed her Term of Office on 31<sup>st</sup> March 2016.

<sup>17</sup> Donal O'Mahony resigned from the Governing Body in December 2015.

<sup>18</sup> Maeve McConnon was appointed to the Governing Body in December 2015 and completed her Term of Office on 31<sup>st</sup> March 2016. She was reappointed with effect from 1<sup>st</sup> April 2016.

<sup>19</sup> Teresa McGrane completed her Term of Office on 31<sup>st</sup> March 2016.

<sup>20</sup> Cormac Shaw completed his Term of Office on 31<sup>st</sup> March 2016.

<sup>21</sup> Dr Fionnuala Anderson was appointed with effect from 1<sup>st</sup> April 2016.

<sup>22</sup> Celine Blacow was appointed with effect from 1<sup>st</sup> April 2016.

<sup>23</sup> Marie Carroll was appointed with effect from 1<sup>st</sup> April 2016.

<sup>24</sup> Helen Cullinane was appointed with effect from 15<sup>th</sup> June 2016.

<sup>25</sup> Alice Hartigan is a Student Member and has been appointed for a second Term from 1<sup>st</sup> July 2016 to 30<sup>th</sup> June 2017.

John McDonnell <sup>26</sup>	Irish Film Board	3	100%	None	Nil	€285.00	€17.00
Fiona Mc Loughlin <sup>27</sup>	Academic Staff	3	100%	None	Nil	Nil	Nil
Barbara O'Grady <sup>28</sup>	Houghton Mifflin Harcourt	0	0%	None	Nil	Nil	Nil
Aine O'Sullivan <sup>29</sup>	KWETB	3	100%	None	Nil	Nil	Nil
Joachim Pietsch <sup>30</sup>	Academic Staff	3	100%	None	Nil	Nil	Nil
Aoife Ruane <sup>31</sup>	The Arts Council	2	67%	None	Nil	Nil	Nil
Cllr Barry Saul <sup>32</sup>	DDLETB	0	100%	None	Nil	Nil	Nil
Cllr Barry Ward <sup>33</sup>	DDLETB	3	100%	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 compliance with the Code of Governance for Institutes of Technology was conducted by the Internal Auditors in 2015 and was reviewed by the Audit Committee in December 2015 and the Governing Body on 10<sup>th</sup> February 2016.

### **Audit Committee**

The Audit Committee met on 3 occasions during the period 1<sup>st</sup> September 2015 to 31<sup>st</sup> March 2016.

Membership and details of attendance is set out below:

Audit Committee Member	Number of meetings attended	% attendance
Cormac Shaw <sup>34</sup> (Chairperson)	3	100%
Dr Tim Jackson	3	100%
Donal O'Mahony <sup>35</sup>	1	100%
Eleanor Roche	3	100%

<sup>26</sup> John McDonnell was appointed with effect from 1<sup>st</sup> April 2016.

<sup>27</sup> Fiona McLoughlin was appointed with effect from 1<sup>st</sup> April 2016.

<sup>28</sup> Barbara O'Grady was appointed with effect from 1<sup>st</sup> April 2016 and resigned in April 2016.

<sup>29</sup> Aine O'Sullivan was appointed with effect from 1<sup>st</sup> April 2016.

<sup>30</sup> Joachim Pietsch was appointed with effect from 1<sup>st</sup> April 2016.

<sup>31</sup> Aoife Ruane was appointed with effect from 1<sup>st</sup> April 2016.

<sup>32</sup> Councillor Barry Saul was appointed with effect from 15<sup>th</sup> June 2016.

<sup>33</sup> Councillor Barry Ward was appointed with effect from 1<sup>st</sup> April 2016.

<sup>34</sup> Mr Shaw is a qualified Accountant and has considerable financial management experience

<sup>35</sup> Donal O'Mahony resigned from the Governing Body in December 2015.

The Governing Body appointed 2 members to the Audit Committee at its meeting on 15<sup>th</sup> June 2016, it is expected that additional members will be appointed at the Governing Body Meeting on 7<sup>th</sup> September 2016.

### **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:

  
Cllr. Sorcha Nic Cormaic  
Nominated Governing Body Member

  
Dr Annie Doona  
President

Dated: 7/9/2016