

**THE UNIVERSITY OF DUBLIN
TRINITY COLLEGE**

CONFIDENTIAL

The Minutes of the Finance Committee Meeting of 7 November 2001.

PRESENT: The Provost (in the Chair), the Vice-Provost, the Bursar, the Senior Lecturer, the Registrar, the Dean of BESS, the Dean of ESS, Dr. J. Killen, Professor M. Marsh, Ms. A. Power, Professor E. McCabe, Dr. M. O'Moore, the Secretary, the Treasurer (Secretary of the Finance Committee)

IN ATTENDANCE: Deputy Treasurer

APOLOGIES: Dr. E. Drew and Professor B. Wright.

The Minutes of the Meeting of 4 October 2001 were approved and signed.

2002/20 Day Nursery Working Party
(Minute 2001/97 of 27.06.01 refers)

The Committee confirmed the proposed Terms of Reference for the Day Nursery Working Party and noted that in the context of the current economic and funding environment that the detailed funding implications of any proposals to be brought forward should be clearly set out.

2002/21 Insurance Renewal 2001/2002
The Director of Buildings attended for this item.

The Committee considered a memorandum from the Treasurer dated 30 October 2001 outlining the insurance review procedures, procurement arrangements, insurance cover proposed and the related premium costs, along with trends arising over the last five years.

The Committee was briefed on the issues arising from the current year's insurance review including:

- rate increases imposed on property cover despite a three year fixed rate arrangement negotiated two years ago.
- the withdrawal of terrorism cover arising from September 11th events
- significant increase in conditions attached to the College travel insurance cover and the significantly higher premium cost. The Committee also noted the significant administrative burden arising under the new policy.

The Committee was briefed in relation to the uninsured risks review which had been carried out. Furthermore the Audit Committee had been fully briefed on insurance related matters as in previous years.

The Committee approved all the proposals as presented.

2002/22 Capital Projects

The Director of Buildings attended for this item.

The Bursar briefed the Committee in summary in relation to issues arising on individual capital projects along with overall issues associated with the extent and complexity of the capital programme and indicated that a detailed presentation would be made at the next meeting of the Finance Committee on 28th November 2001.

2002/23 Procurement

The Committee received an annual report for 2000/2001 from the Procurement and Contracts Officer dated 23.10.01 and a paper entitled 'Procurement - The Future Strategy' from Ms M. Matthews dated 23.10.01. The Committee also received a presentation which outlined the background to procurement in the College, the achievements to date, the expected future developments, the College's objectives and strategy and how this strategy might be pursued to achieve the objectives set. The Committee acknowledged the EU and national legislative framework within which the College operates and endorsed the objectives in relation to the establishment of procurement policies and procedures, the specification and implementation of related systems including supplier based consideration and continuing to obtain value for money while continually monitoring and reviewing developments in the market place. The Committee noted the significant number of College and inter-university projects undertaken and completed over the last two and a half years and the sizeable recurrent savings and service quality improvements which have arisen as a result. The Committee also noted current College and inter-university projects and considered the future developments in the area of procurement arising from current Government initiatives.

The Committee endorsed the strategy and objectives as presented and agreed that the existing level of resources committed to an internal contract post with external professional support would more appropriately support the College's agreed strategy through reconfiguration as a permanent appointment of a Procurement and Contracts Officer position along with a three year contract post to support the Procurement and Contracts Officer on the basis that these appointments were within existing resource allocations. It was noted that application for approval of these appointments would be brought to the Staff Appointments Committee.

2002/24 Estimates of Recurrent Income & Expenditure - 2002

The Committee received a memorandum from Mr. I. Mathews dated 31 October 2001 setting out the basis on which it was proposed to prepare the estimates of recurrent income and expenditure for 2002. The Treasurer outlined the processes involved. The Committee noted that the previously agreed levels of funding would be provided in respect of non pay budgets, quarterly salaries, recurrent equipment, the contingency fund, capital projects, the research implementation plan along with funding arrangements already approved by the Board. It was agreed that the estimates would be prepared on the basis set out and the Committee would consider initial estimates of expenditure and submissions for consideration at its January meeting prior to notification of recurrent grant for 2002.

2002/25 Fraud Policy

The Committee considered and discussed a draft Fraud Policy dated 31.10.01 which had been circulated to the Committee. Arising from the discussion it was agreed that this policy which related primarily to financial issues might be considered as the first part of a more detailed and broad-ranging policy which would consider non-financial issues. The Treasurer was requested to liaise with the Registrar and Secretary in

relation to refinement of the reporting and management of any process associated with certain potential fraud investigations.

2002/26 Drama Studies - Additional TSM Intake

The Committee noted and discussed a memorandum from the Senior Lecturer dated 8th October 2001 setting out the financial implications associated with the admission of students 40% above the quota on a course which is dependent on small group teaching. Arising from the very exceptional scale of the additional intake the Finance Committee agreed to the resource requirements as set out.

2002/27 Catering

A memorandum from the Chairman of the Catering Management Committee dated 2.11.01 (with a draft minute of the Catering Management Committee of 1.11.01) had been forwarded to the Committee by way of supplementary circulation. The memorandum and the issues contained therein were discussed in detail and the Committee agreed that

1. As a matter of principle student outlets should not subsidise the activities of other catering outlets.
2. The deficit on Commons and the currently unfunded deficit on the 1592 amounting in total to IR£27,000, would be made available in the current year (through reduction in overhead on special functions) for pricing adjustments in the student outlets with immediate effect. In order to identify how these price adjustments might be determined Students Union representatives would meet with the Catering Manager.
3. The price adjustments in 2. above would be agreed in the context that if the financial impact of any selective reduction in prices was beyond the IR£27,000 agreed above this would have to be compensated for by alternative appropriate increases elsewhere in order to achieve the desired income.
4. An immediate review would be undertaken of the ways in which the cost of deficits (on Commons and in the 1592) to the cista communis could be reduced and in particular (but not confined to) the
 - financial implications of provision of summer Commons
 - overhead allocation to Commons
 - group rate applicable to Commons.

Ms A. Power requested to be recorded as dissenting from 3. above.

2002/28 Pay Scales

The Committee approved a memorandum from the Staff Secretary dated 16th October 2001 requesting approval of payscales applicable on 1st October 2001.

2002/29 Centre for Gender and Women's Studies

The Finance Committee approved a proposal from the Dean of Arts (Humanities) dated 11th October 2001 in connection with the setting up of the Centre for Women's Studies as a separate cost centre.

2002/30 External Examiners

The Committee noted and approved a memorandum from Ms Angela O'Mahony dated 23.10.01 in relation to guidance associated with External Examiner payments.

The next meeting of the Finance Committee has been arranged for Wednesday, 28 November 2001 at 2.30 p.m., in the Provost's Library.

PROVOST.....

DATE.....

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