

Institute of Technology Blanchardstown

Annual Governance Statement

Financial Year: 2014-15

This annual governance statement has been prepared by ITB's Governing Body in accordance with the reporting requirement detailed in the Code of Governance of Irish Institutes of Technology. The matters reported on are as outlined in the Code and where matters of non-compliance arise, explanations are provided along with details of corrective action taken or contemplated as appropriate.

Through this statement, ITB's Governing Body confirm the following:

1. The Code of Governance of Irish Institutes of Technology was amended to reflect the 2009 Code of Governance by State Bodies and was adopted by ITB's Governing Body on 22nd February 2013 and is being implemented.
2. A Code of Business Conduct for Governing Body members has been adopted.
3. A Code of Conduct for Employees was adopted by the Governing Body on 19 September 2014 and is being monitored.
4. No financially significant developments have occurred in the past year. Major issues likely to arise in the short to medium term include
 - the potential re-structuring of higher education in Ireland including proposed legislation providing for the merger of Institutes of Technology and application for designation as a Technological University and
 - the increasing reliance on funding from the part-time programmes to support the core academic programmes of the Institute
5. The Institute is in compliance with Government policy on pay.
6. All appropriate procedures for financial reporting are being carried out.
7. Appropriate procedures for Internal Audit are in place and being implemented.
8. The Institute has developed procurement policies in line with appropriate governance and government guidelines.
9. All appropriate procedures for Asset Disposals are being implemented.
10. The Institute adheres to the Guidelines for the Appraisal and Management of Capital Proposals where appropriate.
11. Government Travel and Subsistence policy requirements are being complied with.

12. 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 have been followed by the Institute.

13. The Institute has complied with all relevant tax laws.

14. The Institute has adopted a Corporate Procurement Plan which was approved by the Governing Body on 5th December 2014.

15. The Institute provides Learning Support Services for students with learning difficulties. This provision had evolved from a pilot research study and had not been tendered for. A tender process for these services was completed in 2015.

The Institute provides a shuttle bus service for students between the local train station and the Institute. The contract period from the previous tender for this service had elapsed. The Institute has carried out a new tender process and the resultant contract is in place for the 2015/16 Academic Year.

16. The Institute has put in place a Protected Disclosures policy in line with the Protected Disclosures Act 2014 which was adopted by the Governing Body on 19th June 2015.

17. The Governing Body of the Institute held seven meetings during 2014-15 and the attendance of members is set out below:

Governing Body Meetings in 2014/15 7 Meetings	Number of Meetings Attended
Prof. Tom Collins (Chairperson)	6
Michael O' Donovan (Resigned 1 st Feb 2015)	1
Mary McCamley replaced Michael O' Donovan 12 th March 2015	2
Deirdre Keyes (Resigned 22 nd Sept 2014)	
Paul McEvoy replaced Deirdre Keyes 2 nd Oct 2014	4
Mr. Pat Ward	4
Councillor Aine Clancy	3
Councillor Joe Fox	7
Councillor Ivan Keatley	5
Dr. Brian Nolan	7
Ms. Pamela Kelly (<i>maternity leave for 2 meetings</i>)	2
Ms. Sandra Firth	6
Mr. Jason Aughney	6
Ms. Pauline Mulvaney (1 st Sept 2014 – 31Aug15)	3
Mr. Joe Halvey	6
Dr. Cepta Duffy	4
Ms. Sharon McGrath	4
Ms. Maura Cassidy	6
Mr Paddy Bowler	6
Dr. Annette Clancy	3
Dr. Mary Meaney, President.	7

18. The Audit Committee of the Institute held five meetings during 2014-15 and the attendance of members is set out below:

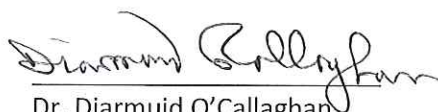
Audit Committee Meetings in 2014/15 5 Meetings	Number of Meetings Attended
David Donnelly	4
Brian Canavan	5
Maura Cassidy (Chairperson)	5
Paddy Bowler	5
Alan Connolly	4

19. A formal external Governing Body review of its own performance was commissioned, and has been carried out, during the 2015/16 year
20. A Salary amounting to Euro 141,638 was paid to the President in respect of 2014-15.
21. The Institute has put in place a Child Protection and Welfare Policy adopted by the Governing Body on 13 June 2014.
22. Payments for any fees and expenses due to Governing Body members are paid in accordance with guidelines as set out by the Department of Finance.
23. Any payments of fees and/or expenses made to Governing Body members will be included in the Annual Report for 2014/15.
24. The following were the total amounts paid to Governing Body Members in the year to 31st August 2015:
- | | |
|----------------------|-------|
| | Euro |
| Travel & Subsistence | 698 |
| Interview honoraria | 6,555 |
25. The Institute does not have any subsidiaries.

On behalf of Governing Body



Prof. Tom Collins
Chairperson of Governing Body



Dr. Diarmuid O'Callaghan
President

**Statement on Internal Control
For the year ended 31 August 2015**

Responsibility for the Statement on Internal Control

The Governing Body of the Institute of Technology Blanchardstown acknowledges its responsibility for ensuring that an effective system of internal control is maintained and operated. The system of internal controls consists of those processes used to identify, evaluate and manage significant risks faced by the Institute in the management of its affairs.

The system can only provide reasonable and not absolute assurance that assets are safeguarded, transactions are authorised and properly recorded, and that material errors or irregularities are either prevented or would be detected on a timely basis.

Code of Governance of Irish Institutes of Technology

The Code of Governance of Irish Institutes of Technology as amended to reflect the 2009 Code of Governance for State Bodies was adopted by the Governing Body on the 22nd February 2013.

Key Control Procedures

The Institute has taken steps to ensure an appropriate control environment including:

- Financial procedures and regulations are currently documented and implemented.
- Regular reviews by the Governing Body of periodic and annual financial reports, which include financial performance against budgets.
- Comprehensive Budgeting system with an annual budget which is reviewed and approved by Governing Body
- Clearly defined capital investment control guidelines.
- The establishment of an Audit Committee with a defined audit charter and with clear terms of reference which deal with significant control issues and receives the reports of the internal and external auditors
- The Institute's internal audit function has been out-sourced and operates in accordance with the code of Governance of Irish Institutes of Technology. The annual internal audit plan is approved by the Audit Committee and the Internal Audit function reports to this committee regularly.
- Procurement procedures which have been communicated to all staff

The system of internal control operated in the Institute of Technology Blanchardstown is based on:

- Detailed administrative procedures incorporating internal check
- Defined Management roles and segregation of duties
- Specific authorisations
- Management review of monthly reports outlining actual and budgeted results for key programmes

Statement on Internal Control (cont.)

Governing Body's monitoring and review of the effectiveness of the system of internal controls is informed by:

- the work of the Audit Committee, which oversees the work of Internal Audit, and meets with the Internal Audit team on a regular basis to review their work
- Internal Audit which is based on risk considerations in deciding on the annual audit tasks included in the Internal Audit Plan
- the President and managers within the Institute, who have responsibility for the development and maintenance of the control framework,
- the recommendations made by the Comptroller and Auditor General in his management letter and other reports
- and the risk management process in operation in the Institute

The Governing Body met seven times in the twelve month period to August 2015 and the Audit Committee met four times in the same period.


Risk Management

The Institutes Risk Register was last presented to the Audit Committee in January 2013 and no review was undertaken in year ended 31st August 2015. This review has now been undertaken with an updated Risk Register presented to the Audit Committee on 28th July 2016. Individual risk areas were reviewed by risk holders during the year with the following actions being undertaken in 2014/15:

- Programmatic review across all academic departments in the Institute
- Adoption of a revised Code of Conduct for Employees
- Adopted an Institute Corporate Procurement Plan
- Adopted a revised Credit Card Policy and Procedure
- Adopted an Institute Confidential Disclosure Policy

Annual Review of Controls

We confirm that for the year ended 31 August 2015, reviews of the effectiveness of the system of Internal Controls and Internal Financial Controls were carried out and approved by the Governing Body on the 9th September 2016. Recommendations adopted and implemented as a result of this review include the introduction of A Critical Incident and Business Continuity Plan, Student Fee and Income Interface reconciliation, a review of all Institute Policies and the formal adoption of the IOT Internal Control Framework. As part of the Internal Audit Plan, a review of the operation of the Human Resources activities at the Institute was carried out during the year. This report was presented to, and adopted by, the Audit Committee on 1st December 2015.

Signed: 
Chairman; Prof Thomas Collins

Date: 2nd Dec 2016

Signed: 
President; Dr. Diarmuid O'Callaghan

Date: 2nd Dec 2016