



Introduction to the Corporate Secretary's Office

Last updated 22/01/25



www.ul.ie/corporatesecretary

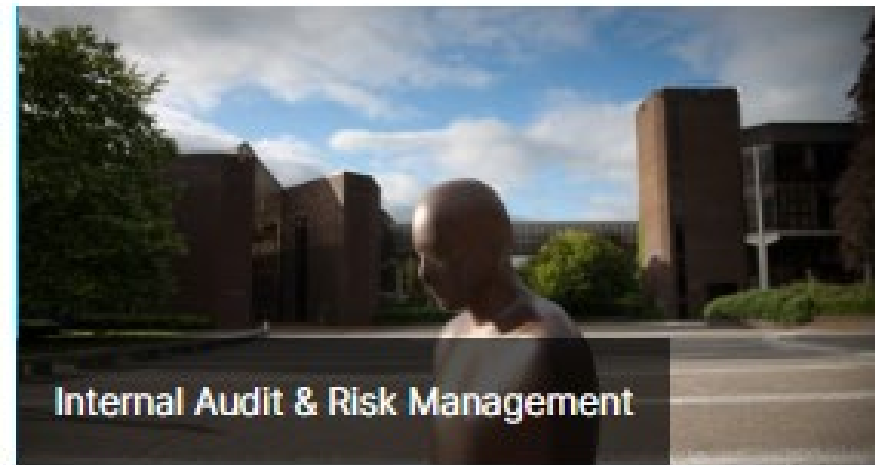
CORPORATE SECRETARY



John Kelly



Governing Authority



Internal Audit & Risk Management



Legal



Data Protection



Information and compliance



Visual Arts

Governance

- Universities Act 1997 & Higher Education Authority Act 2022
- UL Governing Authority
 - responsible for leading & directing the University's activities, and
 - holding the President and senior management to account for the effective performance of their responsibilities
- The Corporate Secretary supports Governing Authority to enable it to fulfil its functions
- UL is accountable to the Minister/Dept. of Further and Higher Education, Research Innovation and Science (DFHERIS) and the Higher Education Authority (HEA)

Governing Authority and Sub-Committees



Assurance

How does the UL Governing Authority obtain assurance that internal controls are operating as they should?



[UL Home](#) | [Corporate Secretary](#)

Page Updated: 11/07/2024 - 14:51

Internal Audit	Risk Management
A photograph of a business meeting. A person in a white shirt is holding a black coffee cup. Another person is holding a pen over a document. A laptop is open on the table.	An overhead view of a group of people sitting around a wooden table. They are looking at a large sign on the table that says "Risk Management" in black and red text.
SEE MORE	SEE MORE

Assurance

Risk Management function

- To facilitate implementation & embedding of risk management across University

Internal Audit function

- To provide assurance to Governing Authority on Internal Controls.

Annual Governance Statement

- Statement on internal controls & outline of all commercially significant developments
- Confirms that Government policy is being complied with
- Provided annually to the HEA
- All universities are also expected to flag all major governance issues to HEA on ongoing basis



UL Policy Hub

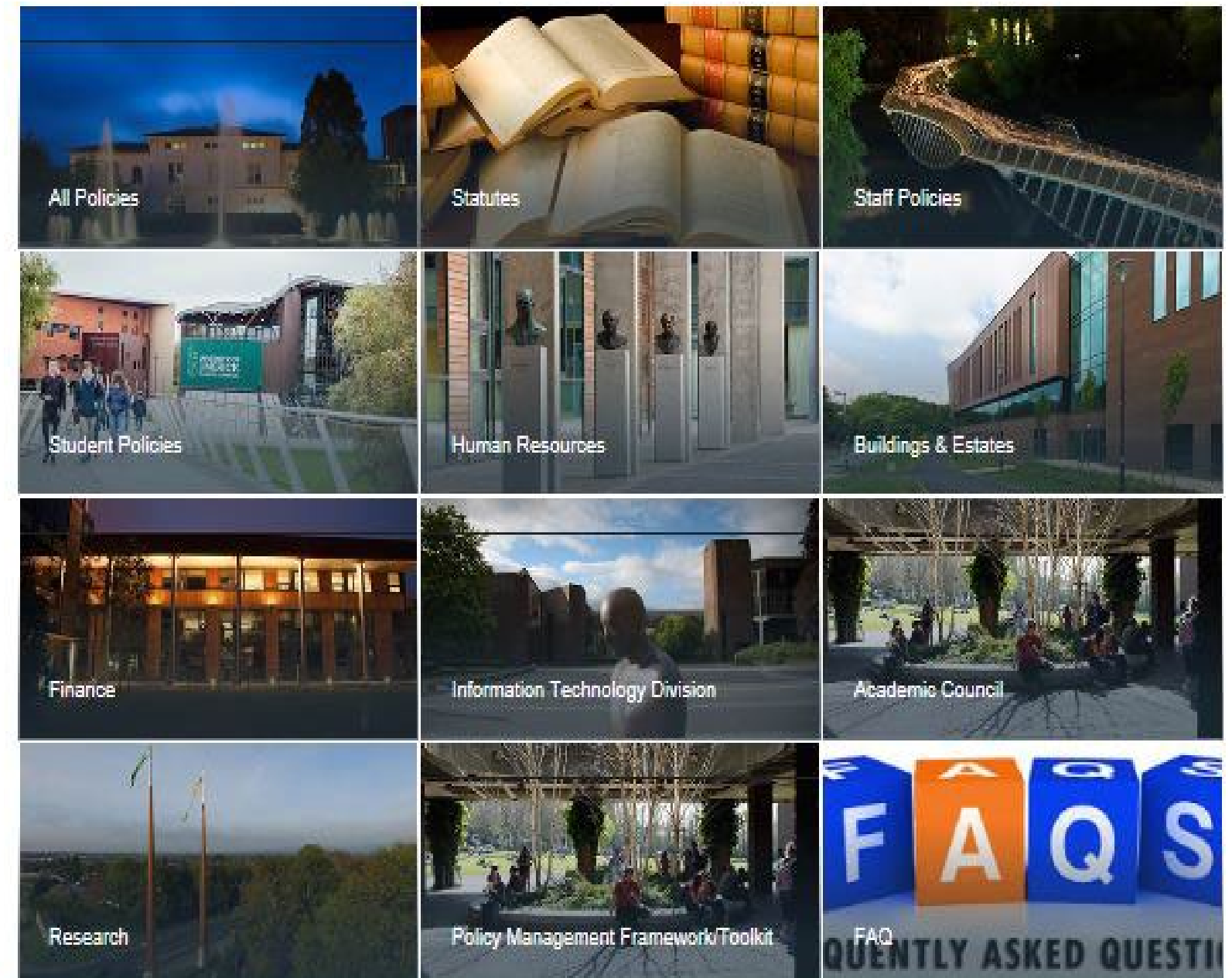
www.ul.ie/policy-hub

- Single authoritative location for University Statutes & Policies
- Includes Policy Management Framework & Toolkit for development / revision of UL Policies



Welcome! The University of Limerick Policy Hub is the single authoritative source for the University's Statutes and Policies. Statutes and Policies can be accessed by clicking on the tiles below.

The Policy Management Framework and Policy Framework Toolkit are targeted at those responsible for developing and revising policy documents. They contain a variety of links to information that will assist in the policy development and review process.



UL Contract Signing Policy

www.ul.ie/policy-hub

- Applies to all written contractual arrangements to which the University is a party
- Lists **authorised signatories** who are **permitted** to sign contracts etc on behalf of University
- Sets out **due diligence checks** that must be done prior to sign off.

Extract for illustrative purposes:

Category	Chancellor	President	Provost & Deputy President	VP Research	VP UL Global and Community Engagement	Chief Corporate Officer	Chief Financial and Performance Officer	Executive Dean	Director, HR	Corporate Secretary	Director, TTO	Director, Research Support Services	Director, ITD	Director, Library & Information Services	Director, Buildings and Estates
Miscellaneous software/hardware agreements ≤ €100,000		✓											✓		
IT Licencing & Service Agreements ≤ €100,000		✓											✓		
Library related agreements Contracts for the acquisition of Collections/Other Library related contracts ≤ €100,000		✓												✓	
Agreements for insurance policies and cover		✓													✓
All Buildings & Estates related utility contracts ≤ €100,000		✓													✓
All Buildings & Estates related services contracts ≤ €100,000		✓													✓

Refer to Policy & any queries arising – contact legal@ul.ie

Policy for Conflicts of Interest

- Management & avoidance of conflicts of interest at the University.
- See also the Code of Conduct for Employees
- Training available via [HR-Talent-Development](#)

QUERIES to: legal@ul.ie

Protected Disclosures Policy & Procedures

- Process to facilitate workers to raise concerns about significant matters they believe to be true in relation to wrongdoing by an individual(s) within/connected to the University.
- Note that there are other channels available to UL employees to raise issues of concern.

QUERIES to: corporatesecretary@ul.ie

Legal Services Unit

- In-house legal advice & support for University legal matters.
- Includes dedicated legal advice & support to Office of VP Research in the management of research agreements

Visit: www.ul.ie/corporatesecretary/legal

- Legal Advice Procedure
Includes steps for procuring In-house legal advice
- Legal Services Operating Model
Includes procedures for engaging external legal services

Gives info on which staff members are authorised to seek external legal advice in line with the Legal Services Framework

Queries: legal@ul.ie

Data Protection and UL

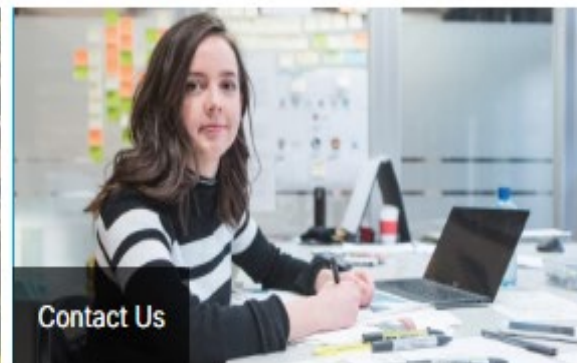
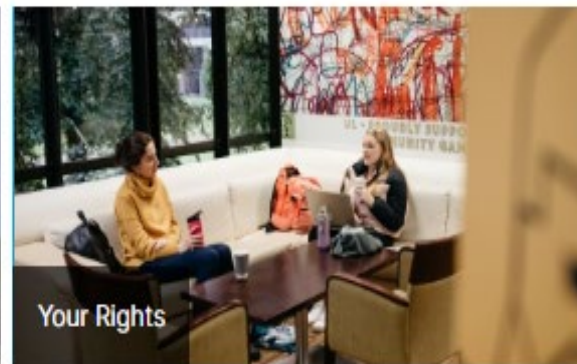
- UL must comply with the Data Protection Acts & GDPR (General Data Protection Regulation) i.e. we must process personal data fairly, legally, securely and transparently.
- Each of you is responsible for complying with data protection requirements in your area
- What do you need to do?
 - Data Protection Training within your first 6 months
 - Familiarise yourself with Data Protection Policy (on Policy Hub)
 - Familiarise yourself with Data Protection Sharepoint Site [Data Protection - Home \(sharepoint.com\)](#)
- Any questions, please contact Data Protection Officer at dataprotection@ul.ie

Data Protection

www.ul.ie/dataprotection

Home | Data Protection

Welcome to the University of Limerick Data Protection page.



SharePoint | Search this site

UNIVERSITY OF LIMERICK OLLSCOIL LIMERICK | Data Protection

Home | New | Page details | Analytics | Published 9/12/2022 | Edit

- Personal Data Breaches
- Keeping Personal Data Se...
- Data Protection Impact A...
- Third Parties
- Personal Data Inventory
- FAQ
- Data Stewards
- Data Protection Ireland J...
- Site contents
- Staff Guidance
- Procedures
- Recycle bin
- Edit

Personal Data Breaches

Data Protection and Research

Keeping Personal Data Secure

Data Protection Impact Assessment (DPIA)

Third Parties/Data Transfers

Data Protection Journal Ireland

Personal Data Access Request

Information & Compliance

Information and Compliance

Freedom of Information >

Records Management >

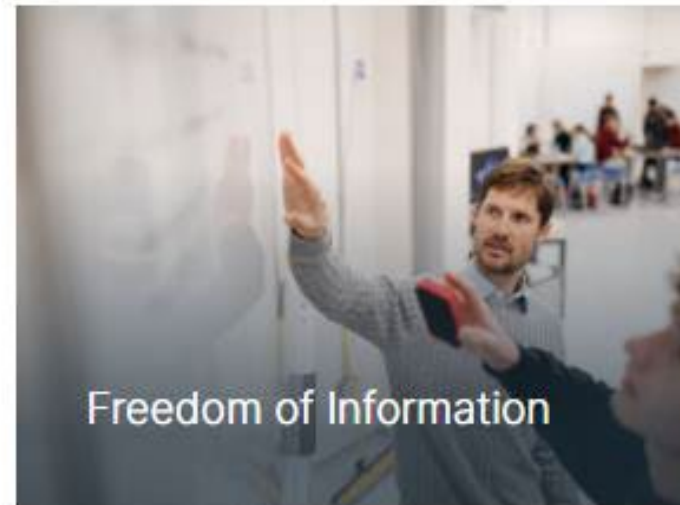
Disability Act >

Official Languages Act >

Copyright >

Environmental Information >

The Corporate Secretary is responsible for ensuring processes are in place to enable compliance with a range of legislation etc (listed below). Additionally, the Corporate Secretary is the designated contact point for any matters arising in relation to the Ombudsman Act and the Ombudsman for Children Act.



www.ul.ie/corporatesecretary/information-and-compliance

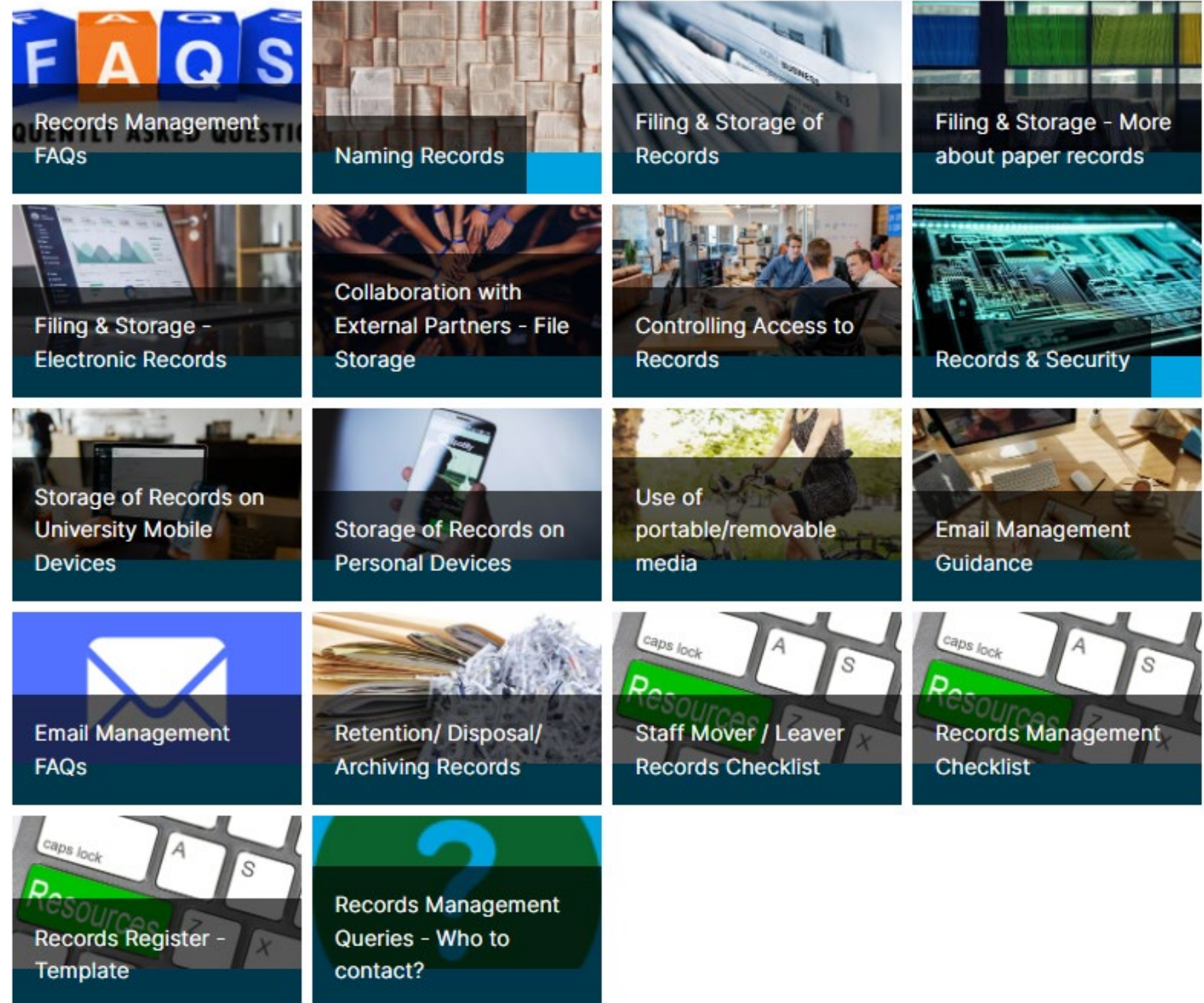
Records Management

- The application of controls/procedures to the creation, maintenance, use & disposal/archive of records
- Records created/received in course of business are subject to UL Records Management Policy
- Responsibility for good records management practice lies with each Department/Division/Unit
- Complete UL Records Management training (available via [HR-Talent-Development](#))

Records Management Policy - www.ul.ie/policy-hub

Visit www.ul.ie/recordsmanagement for

- UL Records Classification & Retention Schedule
- Records Management FAQs, guidance



Freedom of Information Act 2014



Number 30 of 2014

FREEDOM OF INFORMATION ACT 2014

*“Subject to this Act,
every person has a right to and shall, on request therefor,
be offered access to any record
held by an FOI body”*

Subject to exemptions...

- University of Limerick is subject to the FOI Act 2014
- FOI request process managed centrally by FOI Unit
- Responsibility for search and retrieval of records sought under FOI lies with each Department/Division/Unit
- Complete UL FOI training (available via [HR-Talent-Development](#))

www.ul.ie/foi

Visual Arts

Responsible for:

- Care, custody and placement of the art collections on the University Campus
- Managing the programme of exhibitions/lectures in the Bourn Vincent Gallery.

<https://ulsites.ul.ie/visualarts/>



Need more information or have a question?

Corporate Secretary's Office resources & contact points:

Email:

corporatesecretary@ul.ie

policyhub@ul.ie

riskmanagement@ul.ie

legal@ul.ie

dataprotection@ul.ie

foi@ul.ie

recordsmanagement@ul.ie

Web / SharePoint:

www.ul.ie/corporatesecretary

www.ul.ie/policy-hub

[Compliance Hub](#)