

2018 Chaplaincy Services Review

Following the survey of chaplaincy services in 2015, the HEA wrote to all HEIs (on 21 July 2016), requesting that institutions:

- ✓ Ensure value-for-money for any expenditure on chaplaincy services and regularly monitor and evaluate the use, value and impact of these services from a student perspective.
- ✓ Ensure that chaplaincy and other support services are available to students of all faiths in keeping with their responsibilities under the Irish Constitution and that the use of lay chaplains could be considered as a means to address that.
- ✓ Ensure that there is no discrimination between the appointment of lay and clerical chaplains.
- ✓ Ensure that public-sector appointment criteria and procurement guidelines are followed in the process of providing chaplaincy services.
- ✓ Address any with 'legacy' arrangements in place which did not involve a formal process of appointment or procurement in line with public-sector rules or guidelines should seek to do so as a matter of priority within the next 12 months.
- ✓ Ensure that there are robust agreements or contracts in place with chaplaincy services that clearly set out their services and responsibilities to the entire student base and accountability arrangements for delivering on this remit.

It was stated that the HEA would monitor ongoing implementation in this regard and would request an update from each HEI in due course. Therefore, we now invite you to complete the table overleaf.

Please submit this information to grantpayments@hea.ie no later than close of business on Friday 13th April 2018.

Survey of Chaplaincy Services (2018 Update)	
Institution: Dundalk Institute of Technology	Response
a) Current arrangements for chaplaincy services in the institution	Full-time Chaplain appointed following a tender through the Office of Government Procurement (OGP) on a contract for service from the Diocese of Armagh, providing pastoral support to all students. Ministers for other groups may be contacted through the Chaplain.
b) Number of Chaplains engaged/employed in the institution	1 full-time Chaplain with some lay person hours included as part of the contract for service.
c) Costs attached to the provision of chaplaincy services for the 2016/17 academic year (or other available information)	€30,000 for contract for service and circa €3,000 for operational budget for the service.
d) Source of Funding for posts (details to be broken down by denomination)	€30,000 paid to service provider from Institute budget.
Progress in Implementing Recommendations arising from 2015 Review of Chaplaincy Services in the HE Sector	
1. Describe how the institution ensures value-for-money for any expenditure on chaplaincy services and monitors and evaluates the use, value and impact of these services from a student perspective.	Tender for Service by Open Competition through the Office of Government Procurement.
2. Outline how the institution ensures that chaplaincy and other support services are available to students of all faiths in keeping with responsibilities under the Irish Constitution, including consideration of the use of lay chaplains.	The service provides for all faiths. On request from students the Chaplain will provide contact information for other faiths. In addition to a full-time nominee the service provider engages a lay person to assist in the fulfilment of the contract. This person works with the Chaplain usually for a specific purpose and specified time. This person is sub contracted by the service provider with the consent of the Institute and is paid by the service provider from the agreed charges.
3. Confirm that the institution ensures that there is no discrimination between the appointment of lay and clerical chaplains.	The Institute tender for the Chaplaincy Service through an Open Competition through the Office of Government Procurement.
4. Detail how public-sector appointment criteria and procurement guidelines are followed in the process of providing chaplaincy services.	As stated above, recruited though the OGP.
5. Note any 'legacy' arrangements that did not involve a formal process of appointment or procurement in line with public-sector rules that have been rectified since 2015.	The Institute, up to 2010, employed a Chaplain on a full-time basis at the College Teacher rate. The Chaplain was appointed by the Armagh Diocese. In September 2010 the Institute reviewed the

	<p>position and moved to a contract for service with the Diocese reducing the cost of the service.</p> <p>During the summer 2016 the Institute tendered through public procurement for the Chaplaincy Service.</p>
<p>6. Set out how the agreements or contracts in place ensure that the requirements of the service are delivered with adequate accountability arrangements.</p>	<p>Regular review meetings with nominee of service provider to ensure the service meets the requirements as detailed in the contract for service. The contract also provides for a termination clause.</p>
<p>7. Provide any other comments/observations in relation to the role of the Chaplain(s) in the institution.</p>	<p>The Chaplain provides a full-time service which includes operating outside of normal office hours, during weekends and holidays. The Chaplain is a valued member of the Student Services Team. Particular religious denomination has not been a barrier to the provision of service. The Chaplain provides a welfare type role for students that cannot be provided by other service providers like ongoing pastoral support for international students, supporting students who experience loneliness or bereavement and particularly supporting the Institute Community in dealing with student tragedies. The Chaplaincy Service also assists in the administration of the Student Assistance and Hardship Funds.</p>