

**UNIVERSITY OF DUBLIN  
TRINITY COLLEGE  
HUMAN RESOURCES COMMITTEE**

The Human Resources Committee met on Thursday, 20 February 2014 at 11am in the Board Room, House 1.

**PRESENT:** Professor Henry Rice (Chair), Mr Dermot Frost (Board nominee), Ms Patricia Callaghan (Academic Secretary), Professor John Walsh (Equality Committee Representative), Professor Hilary Biehler (Head of Law School), Mr Peter Donohue BMG (External Representative), Ms Janet Byrne (Financial Services Division), Mr Tom Lenehan (Student Union President) and Mr Tony McMahon (Director of Human Resources).

**APOLOGIES:** Professor Linda Hogan (Vice-Provost/Chief Academic Officer), Professor Patrick Geoghegan (Senior Lecturer), Professor Clive Williams (Dean of Faculty of Engineering, Mathematics and Science) and Professor James Quinn (Head of School of Business).

In attendance: Ms Mary Dunne, HR

**Items for specific Board attention are denoted XXX**

Before the business of the meeting got under way the Chairman brought to the Committee's attention, the sudden death of Patricia Daly in December 2013 and offered his condolences on behalf of current and former HR Committee members on her passing. He also wished to note that her knowledge of HR and other College matters over the years was immeasurable and irreplaceable. RIP.

**HRC 2013/2014/1 Minutes of last Meeting**

The minutes of the meeting held on 31 October 2013 were approved and signed.

**HRC 2013/2014/2 Matters Arising from the Minutes**

None

**HRC 2013/2014/3 Professor Emeritus**

The Director of HR advised that the title Professor Emeritus has been included in the Faculty appointment structures as well as the Academic Titles in Trinity College Dublin document. The question of a Professor Emeritus who is on a "buy-back" to the College using a professorial paid title needed clarification and the Director of HR advised he would provide guidance on this matter.

### **XXX HRC 2013/2014/4 Maternity Leave**

The Director of HR advised that funds of €500,000 per annum had been resourced for College to allow for the funding of some staff if funds were not available from the School/Admin areas to cover necessary maternity leave replacements. This would allow for the employment of critical administrative staff where the work of the departing member of staff on maternity leave, could not be redeployed to existing staff. These funds had been approved in the 2013/2014 estimates. To seek approval for a maternity leave replacement the School/Area should make a submission to the Faculty Executive Committee (FEC) or the Chief Officers in Central Divisions in the normal manner.

### **XXXHRC 2013/2014/5 Remuneration**

The Director of HR presented a memo in relation to remuneration issues, noting that the public sector generally is under scrutiny as evidenced during recent PAC hearings. Arising from recent public sector developments, the College along with all other public bodies were required to complete a certificate of compliance on pay policy to December 2013. This was signed off by the Provost and returned to the Department of Education and Skills at the end of January 2014. In this certification, the Provost/College confirmed:

- that no employee in the organisation is in receipt of remuneration greater than the level set down by the Minister
- that non-Exchequer funding is not used to provide extra remuneration to any employee
- that the principle of one person one salary is being adhered to (in accordance with the arrangements set out in the letter from the Provost)
- that provisions of the FEMPI legislation are being implemented
- that no payments are made by way of an allowance or otherwise in respect of private health insurance
- that all allowances paid to employees which relates to extra duties have the appropriate sanction of the Minister
- that payments to private pension schemes arise only in cases where the employee is not part of a public service pension scheme and that the rate of contribution by the employer has been approved by the Minister.

The matter of remuneration for Deans and Heads of Schools/Heads of Discipline is still under discussion and it is hoped that these matters can be resolved under the proposed joint working group with the Department of Education and Skills and the Universities on HR issues. The letter to the Department from the College also confirmed that no allowances are paid to School Heads appointed after February 2011.

The Director of HR drew the committee's attention to the Marie Curie Fellowships. This is an EU scheme where the EU provides funds for the payment of these researchers who are employees of the College. The Department of Education and Skills instructed TCD to reduce the pay of these individuals in accordance with other public pay guidelines. However, the College advised that this would not be appropriate as the EU are funding these positions and the College is contractually obliged to pass the salary funding on to the

Researcher in full. Money would have to be refunded to the EU, if the salaries are to be reduced. Currently, following correspondence from the EU Commission, the Department of Education and Skills appear to be considering the matter.

## **HRC 2013/2014/6 Director of Human Resources Report**

### **Employment Control Framework**

The Director of HR advised that the College headcount at the end of December 2013 had been reduced to 1,669 FTE and this had been reported to the HEA. The College was required to have that number down to 1,667 FTE.

The College expects that the 2014 estimates will require further reduction in staff numbers but await confirmation of this.

### **Promotions**

The Director of HR advised that a proposal for a promotions round in 2014 had been considered by Board at its meeting on 29 January 2014 having regard to the economic factors, Employment Control implications as they apply to promotions. Board approved this and it is planning that senior academic promotions will commence shortly.

### **XXXAnnual Leave**

The Director of HR advised that College had received a circular from the Department of Education and Skills on standardising leave arrangements across the public sector - Appendix (i) The circular introduces a maximum annual leave entitlement inclusive of College holidays. The annual leave entitlement for existing staff will range from a minimum of 22 days to a maximum of 32 days depending on the grade of the staff. However, new staff that join the organisation, or are promoted, after the 7 January 2014 will operate within an annual leave band with a minimum of 22 days and a maximum of 30 days, again depending on the grade of the staff. No festival, privilege days, Church holy days, etc. are allowed in addition to the annual leave dates for these newly recruited/promoted staff.

The College is talking to the other universities about implementing the decisions of this annual leave circular as well as taking the guidelines under Haddington Road into account. HR and Payroll are working on this at present.

### **XXXHRC 2013/2014/7 Recruitment Procedures**

The committee reviewed the Human Resources Recruitment Procedures document, noting that the primary basis for the revision of the Procedures was the change from Chief Operating Officer to three Chief Officers in administrative and service areas, and the implications of this for the roles prescribed in the procedures for the COO in relation to approval of posts for appointment, and in relation to establishment of selection committees. Accordingly, Selection Committees are now established by the relevant Chief Officer in each Division and submitted to the Director of HR for approval for all recruitment competitions in Administrative/Service Areas. Prior to this the Selection Committee was approved by the COO for these areas. The approval of appointments will now rest with the

Chief Officer in each Division also. The Selection Committees for Senior Administrative Officer 1 posts will also require the approval of the Provost.

In addition to the foregoing, HR proposed some further revisions to the Procedures, informed by best practice. The Committee strongly supported the proposal to limit the maximum number of interviews that could be scheduled in one day. At present Recruitment can carry out up to 7 interviews per day for a particular position. However, the guidelines now propose, for reasons of fairness and equity, that this be limited to 5 interviews. Accordingly, where 5 candidates are shortlisted for academic positions, the process must take place over two days with presentations on day one and interviews following on day two. For Administrative appointments a maximum of 5 candidates only may be interviewed in one day. It is essential that plenty of time is given at the interviewing stage so that the correct candidate is selected for the position being advertised.

With regard to the nomination of exceptional external candidates to Professor (Chair) positions, the Director of HR advised that the Selection Committee will be an ad hoc committee of Council formally delegated the responsibility to make the appointment decision. This Selection Committee will also nominate the candidate to Board, having ensured that all the criteria have been properly applied and that any special concerns relating to the particular post have been properly considered.

In relation to advertising of appointments (Section 6 of the procedure), the Committee requested that the text in relation to administrative grades 3 and 2 be clarified, and that the position in relation to permanent programmers in ISS be reviewed and brought into line with the practice for those relevant grades throughout College.

### **XXXHRC 2013/2014/8 Senior Academic Promotions Committee**

The committee was advised that the Senior Academic Promotions procedures had been revised and processes improved for the 2013/2014 round of promotions. The HR Committee noted that Council had agreed a number of procedural changes, and the Committee noted and approved the changes to the relevant procedural documents tabled by the HR Director. The Director also advised the Committee that the query raised by HRC member, Mr Frost at Board in relation to the ECF scope for promotion, and the costs of promotion was correct, and he advised the Committee that the grade distribution data provided scope for an increase in the Professor grades of 14 fte. Noting that the quotas decision was based on employment control, finance and staffing projections, and comparative promotions levels from previous rounds, the HRC did not revisit the Board approved quota of 7 promotions to Professor.

In relation to the total cost of promotions, the figure has also been corrected to include the on costs for promotion to Assoc Professor, which had been omitted from the original Board paper. The total cost is €133,397 (increased from €120,905).

The Senior Academic Promotions process will now be available on e-recruitment and plans are in place to launch this shortly.

**HRC 2013/2014/9 Staff Development Policy**

The Staff Development policy had been updated for information purposes and circulated to the committee. The main changes to the document was that the reference to Staff Office is now Human Resources or HR and Personnel and Appointments Committee (PAC) is now Human Resources Committee (HRC).

**HRC 2013/2014/110 Equality Committee**

Prof Walsh referred members to the minutes of the Equality Meeting of 23 January, drawing particular attention to the views expressed at the Committee, that notwithstanding resource constraints, that College policy should be implemented.

**HRC 2013/2014/11 INTEGER**

The Director of Wisser, Professor Eileen Drew, gave a short presentation to the committee on the INTEGER programme that is looking at the lower representation of women academics within College. In 2012 the number of women in Chaired positions was 13% which was a 7% increase over a 25 year period. EU and UK averages are currently at 20%. Women continue to be under-represented among full professors and Fellows (22%). The Committee noted the baseline report and action plan, and the summary with costings tabled by Prof Drew.

The Committee were also advised that seven universities in Ireland have come together, with HEA funding to pursue Athena Swan accreditation. .

While it is important that more women are appointed to the higher academic positions in College it was noted that it is crucial that the best person is appointed to an academic position regardless of gender.

The Committee noted the ongoing INTEGER Project actions, that are overseen by a high level steering group, that includes the Faculty Dean EMS, and the Director of HR.

The Director of HR advised that the HR Committee would consider the HR policy issues arising from the baseline report in more detail at a later stage, particularly in relation to female representation targets, and transparency in promotion.

**HRC 2013/2014/12 Any Other Business**

The committee extended their best wishes to Janet Byrne, FSD, who is taking a leave of absence from College to take up a role with the EU and thanked her for her contribution to the Human Resources Committee.

**HRC 2013/2014/13 Date of Next Meeting**

11am, Thursday, 24 April 2014, venue to be confirmed

**SIGNED** \_\_\_\_\_

**DATE:** \_\_\_\_\_

