



**Trinity College Dublin  
The University of Dublin**

**Draft Minutes of the Human Resources Committee**

**Thursday, 13<sup>th</sup> April 2017 at 10.00am – 12.15pm  
Board Room, House 1, College Campus**

**PRESENT:** Prof. Richard Timoney (Chair), Ms. Orla Sheehan (Vice Provost / Chief Academic Officer's nominee), Prof. David Ditchburn (Head of School of Histories and Humanities), Prof. Eoin O'Sullivan (Head of School of Social Work and Social Policy), Ms. Stephanie Farrell (Board nominee) Ms. Patricia Callaghan (Academic Secretary), Mr. Peter Donohoe (External Representative) and Ms. Kate Malone (Director of Human Resources)

**APOLOGIES:** Prof. Gillian Martin (Senior Lecturer), Prof. Vinny Cahill (Dean of Faculty of Engineering, Mathematics and Science)

**ABSENT:** Ms. Sinead Mac Bride (Equality Committee Representative)  
Mr. Kieran Mc Nulty (Student Union President)

**IN ATTENDANCE:** Ms. Aine Mulcahy (Chief Financial Officer's nominee), for items 23 – 32  
Ms. Paula Kennedy-Hogan (Deputy Director of Human Resources), for all items  
Ms. Mary Leahy (Employee Relations Team Leader) for item 24  
Ms. Gwen Turner (Manager of Workforce Planning and Talent Metrics), for item 26  
Ms. Cora Mullins (Human Resources), for all items

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

**Section A**

**HRC/16-17/21**

**Minutes of Last Meeting**

The minutes of the 26<sup>th</sup> January 2017 meeting were approved and signed.

**HRC/16-17/22**

**Matters Arising from the Minutes**

The Chair advised that the following actions arising from the minutes had been carried out:

- HR were successful in sourcing a room on campus to facilitate the monthly meetings of the Trinity Retirement Association
- HR sourced and provided the contact details for the Age-Friendly Trinity subcommittee of the Equality Committee
- HR sourced and provided the minutes of Library Policy Information Committee to the Chair
- Board approved the revisions made to the existing Recruitment Procedures on Selection Committee Membership for Technical Officers
- Board approved the revisions made to the existing Recruitment Procedures on the process for employees of administrative grades applying for internal recruitment competitions
- Council noted the findings and recommendations in the 'Mind the Gap! Gender (In) Equality in Trinity College Dublin' report
- HR circulated the additional statistics on promotions by competition presented by the Director of HR to the committee

**HRC/16-17/23**

**Director of Human Resources Report**

The Director of HR reported the following updates:

- The draft Garda Vetting Policy is with the I.U.A. HR Directors Group for a final review
- The IT training programme, Lynda.com, was launched as a pilot in the C.S.D. It will be rolled out across the University to staff and is likely to be extended to students
- The Learning Needs Analysis exercise is ongoing. The main needs across the University are being identified first and the specific requirements of individual areas will follow
- The Workforce Planning Tool was approved. It will be launched University wide and will assist areas forecast their staffing needs going forward
- The funding application for the first phase of the CORE upgrade was approved
- Following a request to the Department of Jobs, Enterprise & Innovation for a review of the Highly Skilled Eligible Occupations List (HSEOL) and the Ineligible Categories of Employment List (ICEL), some new academic staff will qualify for a Critical Skills Employment Permit from 3<sup>rd</sup> April 2017 onwards

**ACTION:** HR will issue a communication to School Administrators advising of this.

The Deputy Director of HR presented the following updates on the Recruitment and Pensions Transformations:

- The pensions review is fully complete and the Pensions Team has been reconfigured
- A modeler has been launched for Model Pension Scheme Member's to generate statements and a modeler for Single Pension Scheme Member's is being assessed
- The backlog of pensions queries is cleared, current issues are actively being managed and the service has improved significantly
- A number of seminars on each of the three pension schemes will take place as part of the YourHR seminar series
- The Statutory Instrument, required to adopt the Model Scheme Pension terms, was submitted to Government Departments during week commencing 5<sup>th</sup> December 2016
- Recruitment processes are being re-energised and the team has been reconfigured
- Hiring leads have been approached for feedback which is being taken onboard to improve service and processes

**XXX HRC/16-17/24    Absence Management Policy**

The Employee Relations Team Leader presented the content of the memo dated 4<sup>th</sup> April 2017 in relation to this policy. HR have already commenced training for people managers and record keepers with initial feedback proving positive. The Unions have been advised on the proposed introduction of this policy to which they have commented and sought clarifications. These are being followed up.

**ACTION:** The committee considered and approved the Absence Management Policy. HR will make minor amendment to the 'Responsibilities of Managers' section before the policy will go forward to Board for approval following which, HR will issue an all-staff communication.

**Section B**

**HRC/16-17/25    Mentoring & Career Development Programme**

This item was postponed until the 25<sup>th</sup> May 2017 meeting.

**HRC/16-17/26    Update on Job Evaluation for Professional Staff**

The Director of HR presented a number of proposals on the career structure framework for Professional, Administrative, Library and Technical staff including the following main elements:

1. Revised committee structure to replace current promotions committees
2. Approval of job evaluation framework for Professional, Administrative and Library staff
3. Operation of job evaluation process - how and when it will be used
4. Clear pay grades for all new and replacement posts
5. The revised processes will replace the previous practices of promotion and progression, except in the case where progressions are provided for in the written terms and conditions of employment of existing staff

The intention is that a final promotions call will take place in 2017 with the practice ceasing thereafter. It is envisaged that a completed job evaluation framework will be ready to present to the committee at the 25<sup>th</sup> May 2017 meeting.

**ACTION:** The committee agreed in principal to the proposal moving forward subject to engagement with the Trade Unions. HR will amend the proposal to clarify the difference between incremental progression on the pay scale and natural progression between grades.

#### **HRC/16-17/27**

##### **Terms of Reference for the HRC, draft revision**

The composition of the committee was discussed. It was suggested that the committee be adjusted to include representation from the C.S.D., the Library and the Unions. It was proposed that a rationale for the composition be drafted, the terms of reference be amended and a proposal be sent to the Registrar over the summer.

**ACTION:** HR committee to compile suggested draft compositions for consideration. The Chair will further revise the Terms of Reference for the committee and prepare a proposal for the Registrar.

#### **HRC/16-17/28**

##### **Retired Staff**

The Chair advised that the University has adopted the “10 Principles for an Age Friendly University” and Board had requested the committee to consider the potential for optimising the University’s level of engagement with retired staff. It was suggested that an annual acknowledgement ceremony during Trinity Week for those who had retired the previous year be considered and the annual Christmas gathering for retirees be reintroduced. It was recommended that the committee seek clarification from the Trinity Retirement Association and the Age-Friendly Trinity Subcommittee as to what they do for retired staff to avoid duplication.

**ACTION:** The Chair and HR will look into the possibility of the acknowledgement ceremony, the reintroduction annual Christmas gathering and will seek clarification on the functions of the Trinity Retirement Association and the Age-Friendly Trinity Subcommittee.

**HRC/16-17/29**

**Boardpad**

This item was postponed until the 25<sup>th</sup> May 2017 meeting.

**HRC/16-17/30**

**Any Other Business**

No other business was discussed and the meeting concluded.

**HRC/16-17/31**

**Date of Next Meeting**

The next meeting of the Human Resources Committee is scheduled for Thursday, 25<sup>th</sup> May 2017 from 10am – 12.00pm in the Board Room, House 1.

**Section C**

**HRC/16-17/32**

**Items for Noting**

The committee noted the changes to the Academic Titles document arising from changes to the Clinical Titles approved by Council at their meeting of 13<sup>th</sup> January 2016.

**Signed:** .....

**Date:** .....