



**Trinity College Dublin
The University of Dublin**

Minutes of the Human Resources Committee

**Wednesday, 10th March 2021, 2pm to 3pm
Conducted Remotely on Zoom**

PRESENT: Prof. Ross Mc Manus (Chair)
Ms. Antoinette Quinn (Director of Human Resources)
Ms. Claire Marshall (Vice Provost / Chief Academic Officer's nominee)
Ms. Patricia Callaghan (Academic Secretary)
Ms. Áine Mulcahy (Chief Financial Officer's nominee)
Ms. Sinead Mac Bride (Equality Committee Representative)
Prof. Gareth Brady (nominee of the Dean of the Faculty of Health Sciences)
Prof. Robert Armstrong (nominee of the Dean of the Faculty of Arts, Humanities and Social Sciences)
Ms. Rachel Mathews-McKay (Board nominee)
Mr. Peter Donohoe (External Representative) for items 20 to 22

APOLOGIES: Prof. Kevin Mitchell (Senior Lecturer)
Prof. Celia Holland, (nominee of the Dean of the Faculty of Engineering, Mathematics and Sciences)
Ms. Breda Walls (Chief Operating Officer's nominee)
Ms. Gisèle Scanlon (Graduate Students Union President)

IN ATTENDANCE: Ms. Cora Mullins (Human Resources)

Items for specific Board attention are denoted XXX

Section A1

HRC/20-21/20

Minutes of Last Meeting

The minutes of 11th February 2021 were circulated electronically after the meeting for approval by the Committee.

Section A2

HRC/20-21/21

Matters arising from the Minutes

The Director of Human Resources clarified that, after the new Provost is appointed, the current form and function of the Committee will then be added to the agenda for discussion at a future meeting.

ACTION: The current form and function of the Committee will be added to the agenda for discussion following the appointment of the new Provost.

Section A3

HRC/20-21/22

Director of Human Resources Report

The Committee were informed that the teaching guidelines for Research staff were presented to the Research Committee at their March 2021 meeting. It was reported that the Associate Deans of Research were pleased with the document and there was a positive but a mixed response from the Research Committee.

A member of Committee asked if the teaching guidelines for Research staff would go to Board as it is a contractual issue. The Director of Human Resources advised that the guidelines were a means of protecting the University and Research staff and therefore, they would need to be used for such teaching arrangements.

Another member of the Committee asked if there was any reason for the teaching arrangements not to be formalised into the employment contract. The Director of Human Resources advised that they could be potentially, but Research staff are mostly paid from external grants so it would be difficult to do so.

A member of the Committee then queried if the teaching guidelines for Research staff applies to Irish Research Council (IRC) grants which allow for 50 hours of unpaid teaching per term. The Director of Human Resources indicated that the expectation for Research staff teaching under the guidelines would be to do so as a guest lecture and they would deliver a small proportion of lectures on a given module rather than the be the main lecturer.

The Director of Human Resources confirmed that EOG had approved a proposal for the Role Grading Policy and Process to proceed on a pilot basis for a period of twelve months. The Unions were advised accordingly. Human Resources are working on a communications strategy and a project plan will be implemented. The first steps will be for the Role Grading Committee to be appointed, then trained before the pilot is underway.

ACTION: The presentation on the Role Grading Policy and Process pilot will be added to the agenda for the next meeting.

A member of the Committee sought clarity on the duration of the pilot, what is being piloted and who would be encompassed under the pilot.

The Director of Human Resources confirmed that the pilot will encompass all eligible staff and it is hoped that the Role Grading Policy and Process will remain after the trial period, noting that it will be a big cultural change for the University.

When approval is granted to fill a vacant post or where a new post is created, the role will be sized. Role grading, where there is an incumbent in the post, will involve looking at the job, not the person and determining the value to the organisation in terms of professional service.

The Dignity and Respect Policy revision is near completion. It was noted that, in addition to general dignity and respect matters, there is call for sexual harassment and sexual assault to be addressed. The revised policy will have three different streams with one for students, one for staff and one for non-staff. The stream for students with dignity and respect concerns relating to a staff member still needs to be ironed out.

The revised Dignity and Respect Policy will include a process map which will simplify and streamline the information. It is proposed that there will be two routes; one for management concerns and one for an aggrieved person with concerns but more work is needed to make the process as easy as possible to follow.

The Director of Human Resources confirmed that meetings had taken place with the Consent Framework Working Group and draft Dignity and Respect Policy revision would be circulated to all stakeholders for their input. The next step thereafter will be how to disseminate the information out amongst the Trinity community.

A member of the Committee queried if a legal review of the revised Dignity and Respect Policy was carried out with specific reference to the sexual harassment and sexual assault elements which may be subject to legal challenge.

The Director of Human Resources confirmed that an external consultant with a legal background who assisted with the policy revision had reviewed the content. It was also noted that a representative from the Rape Crisis Centre is on the Consent Framework Working Group, An Garda Síochána will be consulted and the draft policy revision will be sent to the Legal Section of the Secretary's Office.

A member of the Committee asked if Fellows should review the revised Dignity and Respect Policy, if possible.

The Director of Human Resources said that all ideas can be taken onboard but the policy needs to be progressed in line with best practice. It was noted that the Consent Framework Working Group which is led by the Director of Diversity, Equality and Inclusion is well represented from across the Trinity Community.

ACTION: The membership of the Consent Framework Working Group will be circulated to the Committee for their information.

The External Representative departs the meeting.

Section B1

HRC/20-21/23

Oversight of Policy Matters

There were no submissions for consideration under section B1.

Section B2

HRC/20-21/24

Any Other Business

There were no submissions for consideration under section B2.

Section C

HRC/20-21/25

Items for Noting

The Committee noted the “Research Staff on Fixed-Term and Specific Purpose Contracts” document.

HRC/20-21/26

The Committee noted the “Teaching and Researchers: Guide for Heads of Schools” document.

Signed:

Date: