



Trinity College Dublin

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

**Trinity College Dublin
The University of Dublin**

Minutes of the Human Resources Committee

**Thursday, 18th November 2021, 11am to 1pm
Conducted Remotely on Zoom**

PRESENT:

Prof. Ross Mc Manus (Chair)
Ms. Antoinette Quinn (Director of Human Resources)
Dr. Siobán O'Brien Green (Vice Provost / Chief Academic Officer's nominee)
Prof. David Shepherd (Senior Lecturer)
Ms. Patricia Callaghan (Academic Secretary)
Ms. Breda Walls (Chief Operating Officer's nominee)
Ms. Aine Mulcahy (Chief Financial Officer's nominee)
Prof. Celia Holland, (nominee of the Dean of the Faculty of Engineering, Mathematics and Sciences)
Prof. Robert Armstrong (nominee of the Dean of the Faculty of Arts, Humanities and Social Sciences)
Ms. Rachel Mathews-McKay (Board nominee)
Ms. Rose Gaynor (Equality Committee Representative)
Ms. Gisèle Scanlon (Graduate Students Union President)

APOLOGIES:

Prof. Gareth Brady (nominee of the Dean of the Faculty of Health Sciences)
Mr. Peter Donohoe (External Representative)

IN ATTENDANCE:

Ms. Eimear Reilly (Deputy Director of Human Resources)
Ms. Andrea Free (Human Resources)
Ms. Fidelma Haffey (Human Resources) for **item HRC/21-22/11**
Ms. Louise Power (Human Resources) for **item HRC/21-22/10**

Items for specific Board attention are denoted XXX

Section A1

HRC/21-22/8

Minutes of the Last Meeting

The minutes of 24th September 2021 and interim meeting of 29th October 2021 were approved by the Committee for signing by the Chair.

Section A2

HRC/21-22/9

Matters arising from the Minutes

The updates to the Career Framework process will be presented in further detail at a future Committee meeting. This will be added to the agenda in early 2022.

The challenges and complexities of overseas pay will be brought to a future meeting of the Committee. This will be added to the agenda in early 2022.

The Committee approved the Draft Blended Working Policy, Principles and Guidelines with the recommendations from Committee incorporated. The Policy will now go to Board on the 1st December for its consideration and approval.

Section A3

HRC/21-22/10

Director of Human Resources Report

HR strategy falls under 3 main pillars: people capability, people advocacy and people operations.

HR Director updates the committee on HR activity and HR focus areas working on; as wellness is currently a focus, Louise Power will join to provide an update.

Blending working policy going to board 1st December; as suggested at HRC in October, it will clearly state that public health guidelines will always supersede this policy.

While **Casual/Occasion employees' policy** has been approved, additional feedback has been received on the way it has been

introduced. HR is working with schools/managers to develop a more efficient way of processing.

Launch of **consent** tool 30th November. This is an anonymous reporting tool which has been/is being launched across all universities in Ireland. Workshops on the proposed revised dignity and respect policy have been planned for Nov/Dec.

Action: Policy to be shared with committee when finalised.

HR proposed and received support from the Planning Group to commence **workforce planning**, with tactical short-term planning in 2022, with a view to move towards strategic long-term planning for 2023. This will allow for the elimination of the recruitment sub-committee in most occasions. Communication/engagement to commence on this in the coming weeks.

Clarity was sought on what type of roles are included in the sub-committee and it was confirmed that every role has been reviewed since its establishment.

Role grading project is 90% completed. There have been over 450 jobs evaluated. Provost will nominate chair for committee and then a launch date will be agreed.

Action: Update on project to be provided to the committee.

ELeave- electronic recording of leave. Need it for Athena Swan and a requirement on a statutory basis. Piloting in HR & AR will roll out department by department and school by school in 2022

Action: Outcome of pilot and roll out plan will be shared with committee in early 2022

Introduced **HR Dashboard** to committee which is a very powerful piece of management information which is shared monthly across the senior teams.

Action: HR Director update slides will be shared with members of the committee

Ms. Louise Power from Human Resources enters meeting to present to committee L&D wellness activity which has been supporting Staying Strong Together

The committee members commended the positive work.

Action: Slides to be shared with the committee

Ms. Louise power exits meeting

Section B1

Oversight of Policy Matters

HRC/21-22/11

Amendments to Senior Academic Procedure, No. 57

Ms. Fidelma Haffey, Acting Secretary for Senior Academics Promotions enters the meeting.

Fidelma informed the committee of the request from the Provost and Vice Provost and the change to the academic promotions. Main changes in the Senior Academics Promotions Policy are:

- Remove the restriction whereby members of staff may submit no more than two applications for promotion in three consecutive promotion rounds.
- Shift the seeking of External Referee Reports to prior to the Faculty Review Committee rather than prior to the Senior Academic Promotions Committee.
- Remove the ranking of the application according to quartile from the feedback.
- Updates to the Personal Circumstances (PC) Form – applicants are now requested to briefly outline the impact of the PC under the category/categories affected (Research & Scholarship, Teaching, Service to College, Service to Discipline & Engagement with Society).

As these amendments were only recently agreed with Provost and Vice Provost, they will need to be approved by EOG (23rd November) and Board (1st December) prior to any onward communication.

A committee member enquired about the full review and when it was likely to take place and when would this be shared with HRC.

Confirmed that when more details are available, HRC will be updated via the HR Director.

Committee approves the changes.

Ms. Fidelma Haffey, Acting Secretary for Senior Academics Promotions leaves the meeting.

Section B2

Any Other Business

HRC/21-22/12

Reponses to Self-Evaluation Survey 2020/2021

Committee considers comments on HRC Self-Evaluation Survey 2020/2021

Question 1- Mostly in agreement.

Committee member comments that not much guidance was given when being appointed to HRC.

Committee member responds that the Quality Committee have a policy in place and that it may need to be picked up on.

Comments that the changes to HRC this year have been stark in terms of improvement. As an example bringing forward policies to HRC such as Blended Working focusing on principles. Continuing like this in the new environment will see great results for HRC.

Question 2- Agreed enough meetings.

Question 3- Posting to Diligent will occur going forward.

Committee member comments that information made available at committees is excellent but request that presentations be loaded on to Diligent prior to the meeting. HR Director comments that will occur going forward.

Question 4- No comments.

Question 5- No comments.

Question 6- Agreed HRC is doing a good job.

Additional comments/concerns-

HR Director comments on the role of the HRC and welcomes feedback.

Action: Role of HRC to be discussed in a future meeting in early 2022.

HR Director informs the committee on proposed cultural transformation work and shares early conversations that have taken place about the type of culture that we want to achieve.

HR Director talks generally about the poor culture that is evident, where we have seen issues with bad behaviour within the university at all levels. While we may not have official complaints, this does not mean that we don't have a problem with the culture we have.

Committee members respond in support of this work and welcome the opportunity for this committee to play an important role in Cultural Transformation.

Committee agree it is very important and hope to use the committee to input into the Culture Transformation.

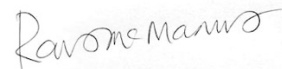
HR Director responds to thank committee members for comments and contributions, agreeing the important role this committee can take in cultural transformation. This is a topic that will be incorporated into the discussion on the role of HRC

Section C

Items for Noting

HRC/21-22/13

There were no submissions under Section C.



Signed:

Date:21 Jan 2022.....