



**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**

**Wednesday, 8<sup>th</sup> June 2022, 10am to 12 noon  
Conducted Remotely on Zoom**

**PRESENT:**

Prof. Ross Mc Manus (Chair)  
Ms. Antoinette Quinn (Director of Human Resources)  
Prof. Celia Holland, (nominee of the Dean of the Faculty of Engineering, Mathematics and Sciences)  
Ms. Louise Ryan (Chief Financial Officer's nominee)  
Prof. Robert Armstrong (nominee of the Dean of the Faculty of Arts, Humanities and Social Sciences)  
Prof. Gareth Brady (nominee of the Dean of the Faculty of Health Sciences)  
Ms. Rachel Mathews-McKay (Board nominee)  
Ms. Rose Gaynor (Equality Committee Representative)  
Mr. Peter Donohoe (External Representative)  
Ms. Gisèle Scanlon (Graduate Students Union President)  
Mr. Andrew Duffin (Group of Unions Nominee)

**APOLOGIES:**

Dr. Siobán O'Brien Green (Vice Provost / Chief Academic Officer's nominee)  
Ms. Patricia Callaghan (Academic Secretary)  
Ms. Breda Walls (Chief Operating Officer's nominee)

**IN ATTENDANCE:**

Ms. Eimear Reilly (Deputy Director of Human Resources)  
Ms. Andrea Free (Human Resources)  
Ms. Gwen Turner (Head of HR strategic planning and process improvement) for item 29.1  
Ms. Michele Ryan (Head of Head of Learning & Org. Development) for item 29.2

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

**Section A1**

**HRC/21-22/25**

**Minutes of the Last Meeting**

The minutes of the 3<sup>rd</sup> of March were approved by the Committee for signing by the Chair. The Meeting due to take place on 28<sup>th</sup> April 2022 was cancelled

The chair welcomed Louise Ryan, Chief Financial Officer's nominee to the HR Committee.

**Section A2**

**HRC/21-22/26**

**Matters arising from the Minutes**

No action or follow up items from last meeting

**Section A3**

**HRC/21-22/27**

**Director of Human Resources Report**

- The committee were informed that the Human Resources team are experiencing a huge increase of volumes in workload.
- The Deputy Director gave an update to the committee on current challenges in recruitment, Trinity had 402 vacancies in total last year and this year to date there are 555 vacancies. HR are asking business areas to support the Recruitment team during this busy period.
- Restoration of Haddington-Road hours will be effective from 1<sup>st</sup> July. It effects mainly professional staff. If there are implications in the area due to the decrease in hours people are encouraged to approach their HR partner
- Trinity is the first university to have a blended working policy. The website is a great resource for any blending working queries.
- The Dignity & Respect policies are at the end of consultation and a plan will be put in place for the new academic year to launch these policies.
- Deputy Director informs the committee that the presentation on the wellness survey that was presented today will not be

circulated after the HR Committee meeting as it is not going to EOG for another two weeks.

A committee member wanted clarification on the new Haddington Road Hours, the HR Director confirms that if it is an administrative role the hours will be 9am-5pm Monday to Friday.

In response to a question on removal of policies from the website, the HR director clarified that no policies are removed from the website without discussing it and informing the unions. A memo is sent out to the community when policies are removed or updated.

A committee member stated HR in all organisations was suffering difficulties related to COVID19. Ongoing investment in HR software was vital to help manage demands and could make a big contribution; was it possible to update TCD systems? HR Director stated that TCD was locked in to using CORE due to public procurement policy and this was not considered optimal by the University sector while commercial systems were expensive however these points were being communicated to the department.

A committee member mentioned that to facilitate hybrid working and the increase in online meetings, students and staff needed dedicated spaces where they could join such meetings when on campus, without causing disruption to others.

## **Section B1**

### **Oversight of Policy Matters**

**HRC/21-22/28**

There were no submissions under Section B1.

## **Section B2**

### **Any Other Business**

**HRC/21-22/29.1**

*Gwen Turner (Head of HR strategic planning and process improvement) presented to the committee an update on the Research nomination process.*

- The committee were informed that the workforce planning department are working on a process improvement project for nomination forms for research staff.
- There are 15 different categories of people in Trinity who are engaged in the nomination form process. The first group the project will be rolled out to is Research Assistants and Research Fellows. If the project was successful, it will be rolled out to the other categories.

The committee were invited to give any comments or feedback.

A Committee member questioned if an applicant tracking system will be put in place for the nomination form process. Gwen responded that it is on the wish list and would hopefully be a 2023 process.

**HRC/21-22/29.2**

**Action- Gwen will return to the committee later to update them further on the Research nomination process.**

*Michele Ryan (Head of Learning & Org. Development) presented to the committee an update on the Wellness Survey.*

- The committee were informed that the deliverables from the Wellness survey are two reports. One is a Trinity Staff Wellbeing Survey Report 2022 and the second is a Trinity Research Staff Wellbeing Report 2022.
- Over 3000 comments were received on the wellness survey, the main theme from the additional comments was in relation to the lack of resources and support.

The committee were invited to give any comments or feedback.

The HR Director added an additional note that the survey was sent at what might not have been the ideal time as it followed the post graduate survey.

A committee member brought up the topic of Academic staff having to take on the role of School Manger. The HR Director recognises that this is an issue and further training needs to be given to support these staff members. She noted that leadership of an academic area is an important role and it needs to be redefined and made more attractive to the academics. Committee members emphasised that methods of incentivisation were important including remuneration and support for research e.g. post doc or PhD student funding. The Chair noted that a key issue is that research suffers from taking up the role of School Manager or similar time consuming roles. The matter will be taken back to the Provost.

The HR Director apologised to the committee for having to depart the meeting early.

The Deputy Director acknowledged the issue, and a suggestion is to bring a focus group together to discuss what are the things that could incentivise the role.

In response to the Chair's question when did the survey take place, Michele confirmed it was over three weeks February into March 2022.

The chair thanks the committee for contributing to the committee over the past year.

**Section C**

**Items for Noting**

**HRC/21-22/30**

There were no submissions under Section C.

**Signed:** .....

**Date:** .....

