



Trinity College Dublin

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

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Minutes of the Human Resources Committee

**Tuesday, 24th January 2023, 10.30 to 12pm
Trinity Board Room, Trinity Business School**

PRESENT:	Prof. Ross Mc Manus (Chair) Ms. Antoinette Quinn (Director of Human Resources) Ms. Patricia Callaghan (Academic Secretary) Ms. Orla Cunningham (Chief Operations Officer) Ms. Louise Ryan (Chief Financial Officer's nominee) Prof. Derek Nolan, (nominee of the Dean of the Faculty of Engineering, Mathematics and Sciences) Prof. Lorna Carson (nominee of the Dean of the Faculty of Arts, Humanities and Social Sciences) Ms. Rachel Mathews-McKay (Board nominee) Mr. Andrew Duffin (Group of Unions Nominee) Dr. Siobán O'Brien Green (Vice Provost / Chief Academic Officer's nominee)
APOLOGIES:	Dr. Tomás (Eoin) O'Sullivan (Senior Dean) Mr. Peter Donohoe (External Representative) Ms. Sinead Mac Bride (Equality Committee Representative) Prof. Gareth Brady (nominee of the Dean of the Faculty of Health Sciences)
ABSENT:	Prof. David Shepherd (Senior Lecturer)
VACANT:	Undergraduate/Post-Graduate Student Representative
IN ATTENDANCE:	Ms. Eimear Reilly (Deputy Director of Human Resources) Ms. Megan Josling (Human Resources)

Items for specific Board attention are denoted XXX

Section A1

HRC/22-23/19

Minutes of the Last Meeting

An attendance error was noted for the draft minutes of 17th November 2022 whereby the FAHSS Nominee was missing from attendance. This was corrected and the minutes for of 17th November 2022 were approved by the Committee for signing by the Chair.

Section A2

HRC/22-23/20

Matters arising from the Minutes

Action items from previous HRC meetings were reviewed by chair.

Section A3

HRC/22-23/21

Director of Human Resources Report

I. Reward, Recognition, and Successful Careers for Professional Staff

The HR Director provided an outline of the plans for the hosting of citizen assemblies on Reward, Recognition, and Successful Careers for Professional Staff. HR would like community input on the topic. The first to take place 9th February 2023 in the Tangent space in TBS. Approx 80-90 colleagues from across the University have been invited to attend the first half day session where the Provost will open, followed by a guest speaker (Professor Yseult Freney from DCU), before breakout sessions to “workshop” ideas. The committee members were invited to join on the day.

A question was raised regarding promotion for professional staff and whether it will be discussed on the day. The HR Director responded that this conversation’s aim is to broaden the conversation on how colleagues can be best acknowledged

through reward and recognition, as well as how successful careers can be supported and developed. The aim is to develop a framework for the University for all professional staff. It was emphasized that this is a re-focus on how to recognize performance as it was in the past, it was a broader discussion where everything would be discussed.

A committee member noted that the consultations are welcomed as it will address issues which come up under Athena Swan.

A question was also raised regarding the feedback loop of these consultations. Outputs will be presented to the Provost and Director of HR. There will also be a communication loop back to the community hopefully before June 2023.

During conversation it was noted that rewards and recognition was already being looked across the University, the example which was given was the opening of MA (Jure Officii) degree eligibility.

II. *Role Grading Review*

Board approved the Role Grading Policy and Process last year for as a one year pilot project. This pilot is up at the end of March 2023. To date 69% of roles submitted to the Role Grading Committee have been re-graded upward. Review of this process and pilot has commenced with feedback being collected from the University community. The Role Grading Committee will produce a report based on this feedback which will be presented to Board in April.

III. *Dignity & Respect Policy & New Sexual Misconduct Policy Update*

The draft policies were presented to EOG. While there was a general positive reception there were some issues of clarification raised which HR are addressing. The University has received funding from the Minister for the new role of D&R Consent manager. The Director of HR indicated that a new structure to support individuals with D&R issues is being set up. This new structure will include a Dignity, Respect and Consent

Manager (funding for which has been agreed with the Minister). Two case worker roles will also be recruited. HR will commence recruitment for all roles in Q1 2023. Resources also required to provide website and information, training and ultimately a properly resourced unit to deal adequately with this issue.

Some discussion points raised included:

- A member pointed out that the University community might not be aware that the investigation process can be delayed due to long periods of leave/absences on either the respondent or claimants' side. That is, when a claimant or responded are absent on leave, they cannot engage in the process. To act lawfully and fairly the process can only progress if both parties are fit to engage, which in turn can lead to delays in resolution.
- It was noted that case workers, as UCD have available, would be a good option to support parties to an investigation process by providing pastoral and case management support.
- It was mentioned that student counselling will also need to be supported in terms of more demand on their services.

IV. *HR Shortlisted for CIPD award*

Committee were informed that HR have been shortlisted for 2 CIPD awards; CIPD being the professional body for Human Resources.

V. *Senior Academic Promotions*

It was shared that the current SAP round is progressing. The full review of this process will commence soon. The chair of that review has not been identified yet but it is expected that they would be external to the University.

Some discussion followed about the need to better prepare colleagues for the process and encourage them to review if they are ready to put themselves forward for consideration for promotion. Suggestions included (i) clarity of the process, (ii)

conversations around expectations, (iii) salient criteria for promotion.

It was noted that contributions such as running and managing courses and other academic leadership roles are not adequately rewarded in the SAP process.

ACTION: Update Committee on the progression of the Review Group

** Ms. Louise Ryan exits with apologies. **

VI. *Notification on new Bereavement Leave Policy*

The HR Director notified the committee that a new Bereavement Leave Policy was being taken to the next EOG meeting. This will be brought to the next HRC meeting.

ACTION: Present new Bereavement Leave Policy to the committee in the next meeting

Section B1 Oversight of Policy Matters

HRC/22-23/22 There were no submissions under Section B1

Section B2 Any Other Business

HRC/22-23/23 There were no submissions under Section B2

Section C Items for Noting

HRC/22-23/24 There were no submissions under Section C.

HRC/22-23/25

A final question was raised regarding the HR committee meetings occurring in person or online going forward. It was agreed that the meetings will occur in person, except for the April 2023 meeting where the Board room was not available.

No further items were raised, and the meeting was concluded.

Signed:

Date: