



**Trinity College Dublin**

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

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**Minutes of the Human Resources Committee**

**Thursday 9<sup>th</sup> March 2023, 2pm to 3pm**

**Blended meeting - Trinity Board Room, Trinity Business School, and Zoom**

- PRESENT:**
- Prof. Ross Mc Manus (Chair)
  - Ms. Antoinette Quinn (Director of Human Resources)
  - Ms. Breda Walls (Nominee of the COO)
  - Ms. Louise Ryan (Chief Financial Officer's nominee)
  - Prof. Derek Nolan, (nominee of the Dean of the Faculty of Engineering, Mathematics and 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)
  - Dr. Tomás (Eoin) O'Sullivan (Senior Dean)
  - Mr. Peter Donohoe (External Representative)
  - Ms. Sinead Mac Bride (Equality Committee Representative)
- APOLOGIES:**
- Ms. Patricia Callaghan (Academic Secretary)
  - Ms. Orla Cunningham (Chief Operations Officer)
  - Prof. David Shepherd (Senior Lecturer)
  - Prof. Gareth Brady (nominee of the Dean of the Faculty of Health Sciences)
  - Prof. Lorna Carson (nominee of the Dean of the Faculty of Arts, Humanities and Social Sciences)
- VACANT:**
- Undergraduate/Post-Graduate Student Representative
- IN ATTENDANCE:**
- Ms. Megan Josling (Human Resources)

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

## **Section A1**

**HRC/22-23/26**

### **Minutes of the Last Meeting**

The minutes of 24<sup>th</sup> January 2023 were approved by the Committee for signing by the Chair.

A clarifying question was raised concerning the funding secured for the Consent Manager role and, if TCD uses a queuing system for recruitment, where this would fall in that queue. Director of HR clarified that there is no queuing system in TCD as the recruitment system is devolved. She also clarified that specific funding for the 'Consent Manager role' has been received from the Department of Further and Higher Education Research Innovation and Science. This funding is ring fenced for this role and will be ongoing.

## **Section A2**

**HRC/22-23/27**

### **Matters arising from the Minutes**

Action items from previous HRC meetings were reviewed by chair.

## **Section A3**

**HRC/22-23/28**

### **Director of Human Resources Report**

#### *1. Reward, Recognition, and Successful Careers for Professional Staff*

The committee were informed that approx. 100 people attended the first assembly in February 2023. Another in person assembly was held in the Trinity Centre for Health Sciences in St James's Hospital on the 1<sup>st</sup> of March, and an online assembly with approx. 80 people was held on the 7<sup>th</sup> of March. One more in person assembly will be held in person on the 28<sup>th</sup> of March in Tangent and registration is currently almost at capacity, which is another 100 people.

The HR Director clarified that there is an external speaker (Professor Yseult Freeney from DCU) who provides some context for reward, recognition, and successful careers at the assemblies. This session is followed by Q&A. Facilitated discussions then take place between groups, this is facilitated by Dr. Diane Tangney, who is an external facilitator. Input from each of the four sessions will be collated and the aim is to have a document ready by the early – mid May for communication back to the community before moving on for further consideration.

A brief high-level discussion was held around some of the themes which may be emerging from the assembly conversations following a prompting question from one of the committee members.

## II. *Senior Academic Promotions Update*

Senior academic promotions committees are taking place this week (week commencing 6 March 2023) and are well underway. Decision making has been devolved to Faculty level for this call.

## III. *EU Award for Gender Equality Champions*

Congratulations was extended to the EDI team as Trinity College Dublin, was presented with the Sustainable Gender Equality Champion Award at a ceremony in the European Commission on 8 March 2023. These new awards recognise and celebrate the sustained activity in the gender equality area within third level institutes. Out of the four prizes awarded, three went to Irish Higher Education Institutions.

**ACTION:** Circulate EDI's video which accompanied Trinity's application to committee members

IV. *Dignity & Respect Policy & New Sexual Misconduct Policy Update*  
HR are working on the job specification and sizing of the Consent Manager role and will soon be ready for the recruitment process to begin. The name of the unit within which this role will sit is to be confirmed. The objective of the unit will be to be a “one-stop” location for information and support under the Dignity & Respect, and Sexual Misconduct policies. Staff and students are covered by these policies.

HR are working with other key stakeholders in the background to finalize the revisions on the draft policy documents. HR are working on an easy to follow diagram which will help users to navigate the various policies and routes which can be taken in relation to staff or student misconduct.

## Section B1

### Oversight of Policy Matters

XXXHRC/22-23/29

#### **B1.1 Bereavement Leave Policy – directive from the Minister and effective since 12th Dec 2022 for noting by HRC**

*Presented by Ms. Mary Leahy, Head of Employee Relations*

The current bereavement leave provides for three days paid leave. On 12th Dec 2022 the Minister for DFHERIS wrote to the HE Sector (attached) to revise the provisions regarding special leave with pay which may be allowed to Higher Education Sector employees in the event of the death of a relative as described in the DPER Circular 01/2017. The committee was asked to (i) consider and note the new Bereavement Leave Policy authored by Human Resources including the change of one days leave for niece or nephew to three days leave (ii) Consider and approve its immediate publication on the website noting it is pending Board approval (iii) Consider and approve the changes to the Special Leave of Absence Policy because of the introduction of a new Bereavement Leave policy.

During discussion it was proposed that a note should be added to the new Bereavement Leave Policy indicating that leave for a pregnant person who experiences a miscarriage after 24 weeks is covered in the Maternity Leave Act. Ms. McBride also suggested that consideration should be given to extending the policy to those who suffer a miscarriage prior to 24 weeks in a future review. Ms Leahy advised the committee that such leave could be considered by the University under a separate policy.

**OUTCOME:** The Committee approved the new Bereavement Leave Policy and changes to the Special Leave of Absence Policy

#### **HRC/22-23/30**

#### **B1.2 Garda Vetting Policy – proposed change in re-vetting timeframe for consideration and approval by HRC**

*Presented by Ms. Susan Maguire, Head of HR Partnering on behalf of Ms. Fidelma Haffey, Head of Talent*

Currently, all posts in the college require vetting every 5 years. In line with the Tusla - Child and Family Agency recommendations for childcare settings, it is proposed to designate posts in the Creche as an area that require vetting every three years with immediate effect subject to Board approval.

A point was made by a committee member that some TCD students are also under 18 years old and that future evaluations of this policy should consider having everyone vetted every three years.

The nominee of the COO noted that all Creche staff are already vetted in line of the Tusla recommendations every three years. While practice already aligns with Tusla's recommendation the formalisation in policy is welcome.

**OUTCOME:** Change to Garda Vetting Policy approved by committee  
**Any Other Business**

#### **Section B2**

**XXXHRC/22-23/31 B2.1 For consideration and approval: Change of Chair of Technical Committee Membership (2023)**  
*Presented by Ms. Susan Maguire, Head of HR Partnering on behalf of Ms. Fidelma Haffey, Head of Talent*

The HR Committee was asked to note and approve the following changes to the membership of the Technical Staff Committee: Professor Derek Nolan, Head of School and Associate Professor, School of Biochemistry fills the vacant Chair position

**OUTCOME:** The committee noted and approved Professor Derek Nolan as the new Chair for the Technical Staff Committee

**Section C Items for Noting**

**HRC/22-23/32** There were no submissions under Section C.

**HRC/22-23/33** A final request was made by a member of the committee regarding job specs and the details included on the pdf documents. It was requested that the closing date for the competitions are included on the first page of all documents going forward. The suggestion was made that this would allow candidates to keep track of the competitions more easily.

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

**Signed:** .....

**Date:** .....