



Draft Minutes of the Human Resources Committee Meeting of 26th January 2017

- PRESENT:** Prof. Richard Timoney (Chair), Prof. David Ditchburn (Head of School of Histories and Humanities), Prof. Eoin O’Sullivan (Head of School of Social Work and Social Policy), Ms. Aine Mulcahy (Chief Financial Officer’s nominee), Ms. Aoife Crawford (Equality Committee Representative’s nominee), Ms. Stephanie Farrell (Board nominee) and Ms. Kate Malone (Director of Human Resources)
- APOLOGIES:** Prof. Christopher Morash (Vice-Provost / Chief Academic Officer), Mr. Kieran McNulty (Student Union President), Mr. Peter Donohoe (External Representative), Ms. Patricia Callaghan (Academic Secretary) and Ms. Sinead Mac Bride (Equality Committee Representative)
- IN ATTENDANCE:** Prof. Vinny Cahill (Dean of Faculty of Engineering, Mathematics and Science) for items 11, 12, 13, 14, 15 and 16
Prof. Gillian Martin (Senior Lecturer) for items 11, 12, 13, 14, 15 and 16
Ms. Orla Sheehan (Vice Provost / Chief Academic Officer’s nominee) for items 17 and 18
Ms. Paula Kennedy-Hogan (Deputy Director of Human Resources) for all items
Ms. Cora Mullins (Human Resources) for all items
Ms. Gwen Turner (Workforce Planning Manager) for item 16
Prof. Eileen Drew (Director, Centre for Women in Science & Engineering Research (WiSER)) for item 17

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

Section A

HRC/16-17/11 Minutes of last Meeting

A member of the committee requested that Section B, HRC/16-17/06, Delegated Sanction Agreement be amended to reflect that the decision made in 2011 by the Financial Services Division was made ‘in conjunction with HR’. The minutes of the meeting held on 13th October 2016 were then approved and signed.

HRC/16-17/12 Matters Arising from the Minutes

The Chair noted that the Policy and Guidelines for supporting staff who are Breastfeeding and the Code of Practice applying to the employment of people with Disabilities were approved by Board. The Diversity and Inclusion Strategy was rejected initially but subsequently approved by Board after suggested amendments were incorporated.

The Chair advised that a change to the composition of the HR committee would likely require a change to the University statutes.

ACTION: A revision of the composition of the committee with clearly defined the objectives will be drafted for consideration at a future meeting.

The Director of HR confirmed that there were no further developments on the Delegated Sanction Agreement.

The Director of HR circulated a memo confirming the functions carried out by the Pensions Section, HR for Retirees and Pensioners. The memo also noted the objectives of the Trinity Retirement Association (TRA).

ACTION: The Director of HR advised that HR will seek to assist the TRA in sourcing a room on campus to facilitate their monthly meetings.

A member of the committee advised that the head of the TRA sits on the Age-Friendly Trinity subcommittee of the Equality Committee.

ACTION: HR will source the contact details for the Age-Friendly Trinity subcommittee of the Equality Committee.

A member of the committee advised that a lengthy discussion took place at a meeting of the 'Library Policy Information Committee' about extending Library access to Pensioners of the University.

ACTION: HR will attempt to source the minutes of this meeting. The Chair will follow up with IT Services to look at the technical feasibility of the extension.

The Deputy Director of HR presented an update on the 8 HR policies identified for review. It was indicated that the intention is for the Occasional Payroll Policy, the revised Paternity Leave Policy and the updated Staff Development Policy to be presented to the committee at the next meeting.

HRC/16-17/13

Director of Human Resources Report

The Director of HR noted that the updated organisational chart for the HR Department was circulated to the committee with the following key changes:

- Ms. Paula Kennedy-Hogan had moved to the role of Deputy Director of HR
- Ms. Laura Roe was appointed to the role of Talent Acquisition Manager
- Mr. David Hurcombe was appointed to the role of Pensions Operations Manager
- The post of Employee Services Manager has been filled and the post holder will start in the coming weeks

Following questions from members of the committee, the Director of HR responded as follows:

- The Universities had taken a collective approach to the Garda Vetting requirements arising from the Children First Act 2015 which they reached agreement on in early January 2017. The Garda Vetting policy would be amended accordingly in due course
- The Heads of School's Leadership Programme was completed successfully and approved for future use
- There will be another call for academic promotions in February 2017
- The new online form for academic promotions is in the test phase and the feedback is that it user-friendly and easy to navigate
- The Feedback for Performance pilot is ongoing in HR and Global Relations. It is envisaged that phase 2 will be implemented in the FSD and the pilot will be rolled out to IT Services
- The Workforce Planning pilot is ongoing in the School of Social Sciences and Philosophy and the Library. It is envisaged that the pilot will roll out to the Faculty of Engineering, Mathematics and Science
- Job evaluation was discussed at the Board meeting on 25th January 2017. It will require the development of a competency framework. A project plan will be implemented with external assistance. A meeting is scheduled to take place with SIPTU and Unite on 6th February 2017 to commence discussions with a view to having a draft process completed by late March / early April 2017
- The HR information system is being upgraded at present and approval has been given for a time and attendance system to be implemented.
- There is an ongoing in-house focus on streamlining the HR policies and procedures
- There is a budget in place for learning and development and huge work is taking place on this area. There are focus groups actively participating in Learning Needs Analysis's for professional and academic staff

XXX HRC/16-17/14 Process for employees of Administrative Grades applying for internal recruitment competitions

The Director of HR presented the content of the memo dated 18th January 2017. The proposed changes to the existing Recruitment Procedures were accepted with the following additions and amendment:

1. 'Administrative Grades' to be changed to 'Professional Grades'
2. Insert 'at the same grade' into the sentence '*Employees are only eligible to apply for an internal competition if they are in their current position for more than 12 months*'.

3. Insert 'at the same grade or higher' into the sentence '*If the employee's current contract is less than 12 months in duration, the employee may apply for an internal competition no sooner than 3 months before the end date of their contract*'.

ACTION: The additions and amendment will be added to the existing Recruitment Procedures before going forward to Board for approval.

XXX HRC/16-17/15 Technical Staff Committee - Members of the Selection Committee for Technical Officer

The Director of HR presented the content of the memo dated 18th January 2017. The proposed changes to the existing Recruitment Procedures were accepted with the following amendments:

1. 'Chief Technical Officer from another School' to be changed to 'Chief Technical Officer from another area'
2. 'Head of School or Head of Discipline' to be changed to 'Head of Area'
3. 'Hiring School' to be changed to 'Hiring Area'

ACTION: The amendments will be made to the existing Recruitment Procedures before going forward to Board for approval.

Section B

HRC/16-17/16 Professional & Administrative Staff, Competition & Promotion Data - Update on Promotions for Non-Academic Grades

The Manager of Workforce Planning and Talent Metrics presented the content of the memo dated 13th January 2017 and explained the findings of the recruitment competition data analysis. It was noted that promotion is acknowledged by way of recruitment rather than through a process. The Director of HR presented further statistics identifying that 55% of 315 vacancies were filled by existing employees, of which 41% were promoted to a higher grade and 59% were appointed at the same grade.

ACTION: HR will circulate the additional statistics presented by the Director of HR to the committee. HR will also arrange to compile and circulate statistics on lateral moves at the Executive Officer Grade.

HRC/16-17/17

'Mind the Gap! Gender (In) Equality in Trinity College Dublin'

The Director of the Centre for Women in Science and Engineering Research presented the findings and recommendations in the WiSER report, including Gender Equality, Workload Allocation, Career Progression, Dignity & Respect, Work-Life Balance, Culture and Working Environment and Management Styles.

ACTION: The committee endorses the recommendations set out in the report.

HRC/16-17/18

Terms of Reference for the HRC - Draft Revision

The Chair advised that a change to the Terms of Reference for the HR committee would likely require a change to the University statutes. It was noted the Terms of Reference state that the HR committee will receive the minute of meetings from each of its sub committees / groups for noting.

ACTION: The Chair will further revise the Terms of Reference and circulate for discussion at a future meeting with a review to putting the proposed draft forward for approval by the end of the year. The Director of HR will co-ordinate attaining the minutes of meetings from the sub committees / groups as they occur which will be circulated with the agenda going forward.

HRC/16-17/19

Any Other Business

No other business was discussed and the meeting concluded.

HRC/16-17/20

Date of Next Meeting

The next meeting of the Human Resources Committee is scheduled for Thursday 13th April 2017 from 10am – 12.00pm in the Board Room, House 1.

SIGNED:..... **DATE:**.....