



HRC 5th February 2015 – DRAFT MINUTES

**UNIVERSITY OF DUBLIN
TRINITY COLLEGE
HUMAN RESOURCES COMMITTEE**

A meeting of the Human Resources Committee was held on Thursday, 5th February, 2015 at 11.00am in the Board Room, House 1.

PRESENT: Mr Dermot Frost (Chair), Professor Sylvia Draper (Board nominee), Ms Louise Ryan (Financial Services Division), Mr Domhnall Mc Glacken-Byrne (Student Union President), Professor David Ditchburn (Head of School of Histories and Humanities), Professor Eoin O’Sullivan (Head of School of Social Work and Social Policy), Ms Patricia Callaghan (Academic Secretary), Mr Peter Donohoe (BMG, External Representative), Mr Sean O’Driscoll (Interim Director of Human Resources) and Ms Aveen Batt (Deputy Director of Human Resources).

APOLOGIES: Professor Linda Hogan (Vice-Provost/Chief Academic Officer), Professor Clive Williams (Dean of Faculty of Engineering, Mathematics and Science), Professor Gillian Martin (Senior Lecturer) and Ms Sinead Mac Bride (Equality Committee Representative)

IN ATTENDANCE: Ms Fidelma Haffey (Resourcing Manager), Ms Paula Kennedy-Hogan (HR Services Manager) and Ms Joanne Smith (Human Resources)

NOTE: The Head of School of Social Work and Social Policy, Academic Secretary and Student Union President were not present for items 19-21 below as they had retired from the meeting.

Items for specific Board attention are denoted XXX

XXX HRC/14-15/14 Minutes of last Meeting

The minutes of the meeting held on 26 November 2014 were approved and signed.

HRC/14-15/15 Matters Arising from the Minutes

No matters arising from the minutes.

**HRC/14-15/16 Interim Director of Human Resources Report
ECF Core Headcount Target Report**

The Interim Director of Human Resources confirmed that the University met the ECF Core Headcount Target on 31st December 2014. The staffing ceiling advised by the HEA was 1656 FTE and the final FTE at the end of 2014 was 1656.1. The HEA have not provided a target for 2015 to date but if one emerges, the HR committee will be informed.

Promotions Call

The Interim Director of HR presented the Committee with a memo that outlined all details in relation to Promotions. The call for Senior Academic Promotions, Junior Academic Progressions, Administrative and Library Promotions and Progressions and Secretarial/Executive Officer/Senior Executive Officer Promotions have all gone out with the call for Technical Progressions and Promotions and Library promotions going out towards the end of February. In response to the Head of School of Histories and Humanities, the Deputy Director of Human Resources assured the committee that the two individuals who were brought forward in 2014 to the Junior Academic Progressions Committee who had not been confirmed in appointment have now been confirmed and increments were applied in Jan 2015 with no adverse outcome for the individuals.

A question was raised regarding the quotas for administrative staff similar to academic staff. The Interim Director of HR advised that it has been University practice to provide quotas for promotion to academic grades and not for administrative staff promotions. The introduction of the ECF in 2011 provided parameters within which the University must operate – with specific limitations on the ratio of lecturer to professor posts on the academic side, and lower band posts to higher band posts on the administrative side. The University must be cognisant of these additional ECF stipulations when running the promotions call each year.

A concern was raised in relation to the letter of support that a Head of School must provide an applicant within their school going forward for academic promotion. Clarity was sought in relation to whether or not a Head of School is expected to indicate a ranking for promotion within their school. The Interim Director of HR confirmed that the Head of School is not expected to provide a ranking and recommended that the letter of support should be an honest appraisal that highlights an applicant's strengths and areas for development. It was acknowledged that this process needs to be reviewed.

The committee highlighted the requirement to refine the promotion application form for support staff. The Deputy Director of HR confirmed that this process will be streamlined and moved to an online platform in due course similar to the Academic Promotions online application process using e-recruitment.

XXX HRC/14-15/17 Revised Recruitment Procedures

The Resourcing Manager presented the revised recruitment procedures outlining the main changes to the following sections:

- Section 4. Composition of the Selection Panels
- Section 4.15 Includes reference to the LEAD Programme
- Appendix A – General Procedure and Protocol for the Approval and Recruitment of Professors - updated to include "Council" in the process for the nomination of candidates to Council and Board

- Appendix B Revised Procedure for the Recruitment of Exceptional Candidates to Professor (Chair) Positions and other academic posts in receipt of an European Research Council award only

The committee were broadly in favour of the proposed changes but did request some further minor amendments. The Resourcing Manager noted all requested changes and has agreed to update the procedures and re-circulate to the committee for final approval. The final version will then be sent to Board.

ACTION: Resourcing Manager to update the procedures and circulate to committee for review and final approval. Once approved, HR to send final procedures to Board.

HRC/14-15/18

Recruitment Process Transformation Plan

The Deputy Director of HR and the Resourcing Manager delivered a PowerPoint presentation outlining the proposed Recruitment Transformation Plan. The plan highlighted the vision for resourcing and the mission to deliver best-in-class, customer centric and efficient resourcing services to the University.

The committee requested an update from the Academic Secretary in relation to the feedback from the School Administrator group meeting. The Academic Secretary advised that the school administrators have raised a lot of concerns about the expectation that they will need to sit on interview panels as note takers, something that is historically done by HR professionals. They feel that HR is devolving the work to the Schools who are already under resourced and will not have the time to take on this additional request. The Academic Secretary emphasised that this is a START recommendation that HR are trying to implement so requested that alternative options are explored.

The Students Union President proposed the option of asking students to act as note takers for the interview committees. Other suggestions included creating a bank of note takers or asking Executive Officer staff across the University if they would like to volunteer to gain experience, all of whom could be trained and available on request.

ACTION: Deputy Director of HR and Resourcing Manager to investigate other possible options in relation to note takers.

The committee welcomed the use of video conferencing facilities where possible but recommends that a Technician is available when using such facilities. The use of Linked-In was raised and the Resourcing Manager confirmed that Linked-In was part of the plan. The committee commended the plan to enhance employee on-boarding. A question was raised in relation to the relocation fee that Trinity provide to a candidate relocating to Dublin and expressed concerns that the fee wasn't sufficient.

ACTION: Resourcing Manager to investigate if the relocation fee can be increased.

HRC/14-15/19

Casual Payroll

The HR Services Manager delivered a PowerPoint presentation outlining the Casual Payroll Project. The presentation highlighted the key findings to date, the project approach and deliverables, the risks and concerns and finally the key recommendations.

ACTION: The committee requested that the HR Services Manager engage with the Schools in relation to this project to ensure that any new process works well and doesn't result in more workload for the staff in the Schools.

XXX HRC/14-15/20

Change to Committee Membership

The committee noted the changes to the Technical Staff Review Committee.

HRC/14-15/21

Equality Committee

The Equality committee minutes were noted.

HRC/14-15/22

Any Other Business

HR Strategy

The Interim Director of HR advised the Committee that a draft copy of the updated HR Strategy will be brought to the next meeting of the Executive Officers Group for review. The Interim Director of HR requested that the HR Committee reconvene to review, approve and recommend the final HR Strategy to Board.

ACTION: Human Resources to find a suitable date to further discuss this item.

HRC/14-15/23

Agenda Item A6 - Review of existing Alcohol Policy for Staff was deferred to the next HR committee meeting.

HRC/14-15/24

Date of Next Meeting

The next meeting of the Human Resources Committee is scheduled for 23rd April 2015.

SIGNED:

DATE: