



Draft Minutes of the Human Resources Committee of 22nd October 2015

- PRESENT:** Mr Dermot Frost (Chair), Ms Louise Ryan (Deputy Chief Financial Officer), 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), Ms Kate Malone (Director of Human Resources) and Ms Aveen Batt (Deputy Director of Human Resources)
- APOLOGIES:** Professor Linda Hogan (Vice-Provost/Chief Academic Officer), Ms Sinead Mac Bride (Equality Committee Representative), Professor Gillian Martin (Senior Lecturer), Professor Vinny Cahill (Dean of Faculty of Engineering, Mathematics and Science), Mr Peter Donohoe (External Representative), Ms Lynn Ruane (Student Union President), Professor Sylvia Draper (Board nominee)
- IN ATTENDANCE:** Ms Orla Sheehan (Manager, Office of the Vice-Provost) representing Professor Linda Hogan (Vice-Provost/Chief Academic Officer), for all items
Ms Joanne Smith (Human Resources) for all items
Ms Victoria Butler (Assistant College Secretary) for items 4 and 5
Ms Paula Kennedy Hogan (Head of HR Services) for items 6 and 7
Ms Louise Power (Manager Staff Performance and Review) for items 8 and 9

Items for specific Board attention are denoted XXX

Section A

XXX HRC/15-16/01 Minutes of last Meeting

The minutes of the meeting held on 25th May 2015 were approved and signed.

HRC/15-16/02 Matters Arising from the Minutes

Professional, Administrative and Support Appointments – Contract Type

The committee requested an update on the outstanding action where the COO was asked to present a formal paper on this item.

The Director of HR confirmed that a paper has been prepared and will be presented to Executive Officers Group in the first instance at the next available opportunity and then brought to HRC.

ACTION: HR to circulate the paper and the outcome following the EOG meeting to the HR committee at which time a special meeting of this committee may be set up on the instruction of the Chair.

It was noted that this is in fact a policy change and that it should be brought to this committee for review and approval.

Following a question from a committee member, the Deputy Director of HR confirmed that HR are continuing to adhere to this directive pending the outcome of the EOG meeting where this paper will be presented.

The Director of HR also confirmed that no retrospective changes would be applied to the contract terms of staff who have been engaged under this current arrangement.

Concerns were raised by the committee in relation to the delay on this item and the Deputy Director of HR advised that some of the delay is linked to the University of the 21st Century Project where the Terms of Reference of this project are still under development. There was a general lack of understanding and knowledge among the committee of what this project actually entails and an overview on this topic was requested. The Director of HR advised that a paper outlining the scope of this project will be brought to the Provost in the coming months and once agreed, an update will be presented to the committee.

ACTION: Paper outlining the University of the 21st Century Project to be presented to the committee at a future meeting.

Proposed Changes to Clinical Titles (*HRC Meeting: 25th May 2015 Item: HRC/14-15/38*)

The Chair advised the committee that this policy did not go forward to Board. The suggested amendments to the policy needs further review and will be presented to Council in due course in the first instance and then come back to HRC if required.

Terms of Reference (*HRC Meeting: 25th May 2015 Item: HRC/14-15/40*)

The Chair advised the committee that the amended Terms of Reference did not go forward to Board. They will be reviewed as part of a wider exercise in the coming months.

HRC/15-16/03

Director of Human Resources Report

HR Strategy

The Director of HR advised the committee that she is currently reviewing the HR Strategy together with the HR Leadership Team and will map out the key deliverables for each year of the four year plan.

Head of School Programme

The Director of HR confirmed that the Head of School programme is underway. A service provider called Parity Professionals is the preferred supplier and will come over to the University to meet some key staff to scope out the programme. The Heads of School Leadership and Development process will be communicated to the Heads of School at their meeting on the 29th October.

HR Service Centre

The HR Service Centre is now fully implemented and working extremely well. 90% of the queries coming to the Service Centre are being dealt with straight away

with only 10% being escalated. The Centre logged 1566 queries in the month of September.

Casual Payroll

A paper has been prepared on this item that outlines the current position in relation to the casual payroll, the recommendations and the risks. A further update and policy will be brought to a future meeting of the HR committee.

Pensions Project

The new pension's module for the Single Service Pension Scheme has been fully implemented. Scoping of the next phase of the project will commence after Christmas.

Feedback and Recognition Programme

The Director of HR confirmed that a pilot is underway with FSD on a new feedback and recognition programme.

Following a query from a committee member, the Director of HR confirmed that this was a new performance management tool that HR were piloting on small scale with FSD.

A committee member highlighted that a sub group of HR Committee had been set up earlier in the year to review PMDS in the University and concerns were expressed about the lack of engagement they have had in relation to this new programme. The Director of HR confirmed that she would follow up with the Staff Development Manager in relation to this.

Talent Acquisition

The Director of HR advised the committee that the University continues to work with the identified candidates on the SFI professor scheme. She also confirmed that 40 Ussher's have been approved and a recruitment campaign will commence in November. It is expected that all Ussher appointments will commence in post by September 2016. The committee raised concerns about the duration of these Ussher contracts and expressed their strong view that these posts should be advertised as permanent to ensure that College attracts the highest caliber of talent for these positions.

XXX HRC/15-16/04

Public Interest Disclosure (Whistleblowing) Policy

The Assistant College Secretary presented this draft policy to the committee. She advised that the policy has been drafted in light of new legislation and the HEA's request for the higher education sector to establish a process that will be implemented now and reviewed again in 12 months.

Following a comment from a committee member, it was agreed that the escalation point for a student would be the Senior Tutor as oppose the Dean of Students in line with other escalation protocols in the University for students.

**ACTION: Amend Section 4 Reporting Lines for Internal Matters as follows:
A student should raise their concerns with:**

(b) the Senior Tutor, if for any reason the student does not wish to go through the Tutor, Head of Discipline or Head of School.

The committee was broadly in favour of the policy, however it was acknowledged that there was some overlap with other existing policies. The Assistant College Secretary advised the committee that this policy would supplement existing policies but it has additional sections that are not contained in any existing policy.

The view of the committee was that an employee may not feel comfortable raising a concern with a College Officer and asked if any consideration was given to having an external point of contact for this policy.

ACTION: The Assistant College Secretary to contact the IUA to investigate if an external representative could be nominated for the sector as a key contact under this policy. The Assistant College Secretary will notify the committee on progress with this request noting that an immediate implementation of this request may not be possible. The committee agreed to forward the policy to Board for approval.

HRC/15-16/05

Employee Alcohol and Substance Misuse Policy

The Assistant College Secretary presented this draft policy to the committee. Further concerns were raised by the committee in relation to the language used throughout the policy particularly in section 3.1.

ACTION: The Assistant College Secretary to meet with the Head of School of Social Work and Social Policy to review the language used in the policy. The policy will be brought back to the next meeting of the HR Committee.

Following a comment by a member of the committee, it was agreed that 3.4 would be removed as this is not relevant to this policy and should be addressed in the Health and Safety policy.

ACTION: Remove line 3.4 - *Members of staff should notify their line manager if they are taking prescribed medication that could affect their ability to work safely.*

XXX HRC/15-16/06

Revised Adoptive Leave Policy

The Head of HR Services presented the revised Adoptive Leave policy to the committee. The policy introduces a lead in period of 26 weeks before paid adoptive leave is available to any staff member bringing it in line with the recently reviewed Maternity Leave Policy where a lead in time of 26 weeks was approved.

It was agreed that the policy would be applicable to new staff from the date of approval by Board, however it would only come into effect for existing staff 26 weeks after the date of approval by Board.

The committee approved the amendments to the policy.

ACTION: Amended policy to go forward to Board for approval.

XXX HRC/15-16/07 Outside Earnings Policy

The Head of HR Services presented an updated Regulations on Outside Earnings policy to the committee. The committee approved the amendments to the policy.

Following a query from a committee member, it was agreed that HR would clarify if there is a similar policy in place for Administrative and Support staff.

ACTION: HR to revert to the next meeting of the committee with an update on what is in place for Administrative and Support staff, if anything.

HRC/15-16/08 Management of Probations within the University

The Manager for Staff Performance and Review presented a paper providing a summary on the management of probations within the University and outlined all the enhancements that have been implemented in this area over the past year. In addition, the future plans for the probationary process were outlined including the move to electronic probation forms, automated reminders and amendments to existing policies.

The Director of HR commended the achievements to date and the ongoing work in this area.

Section B

HRC/15-16/09 HR sub-committee activity summary

The HR sub-committee activity log was noted.

A committee member highlighted that there was a significantly higher proportion of successful applicants within the Divisions than in the Faculties for the Administrative and Library Staff Review Committee and this was acknowledged by the committee.

ACTION: Following a request from a committee member, The Manager for Staff Performance and Review agreed to circulate the statistics (where available) and relevant comments for promotions for previous years under the Administrative and Library Staff Review Committee and the Secretarial and Executive Staff Review Committee.

HRC/15-16/10 Any Other Business

Role of the Recruitment Officer (*HRC Meeting: 26/11/2014 Item: HRC/14-15/5, HRC Meeting 05/02/2015 Item: HRC/14-15/18 and HRC Meeting 25/05/2015 Item: HRC/14-15/41*)

The Deputy Director of HR provided an update to the committee in relation to this item. The resourcing team is continuing to operate a dual system whereby a committee can proceed to interview without a recruitment officer or they can choose to wait for a date when a recruitment officer is available. It was noted that

some Schools, to eliminate risk, are not willing to proceed with interviews without the presence of a recruitment officer.

Concerns were raised by the committee in terms of the capacity within the resourcing team to continue with the high level of recruitment activity currently ongoing and the ability to manage the volume of Ussher recruitment coming on stream.

The committee recommends that additional resources are provided to the Resourcing section. In addition, a committee member also recommended that additional resources should be allocated to the Promotions team.

Relocation Fee (*HRC Meeting: 05/02/2015 Item: HRC/14-15/18*)

The Deputy Director of HR asked the committee if they would like a policy developed in relation to this item. It was agreed that a policy is not required but a paper outlining recommendations should be brought to the next meeting of this committee.

HRC/15-16/11

Date of Next Meeting

The next meeting of the Human Resources Committee is scheduled for Thursday 11th February 2016 from 11am – 1pm in the Board Room, House 1.

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