



Draft Minutes of the Human Resources Committee of 26th May 2016

- PRESENT:** Mr Dermot Frost (Chair), Professor David Ditchburn (Head of School of Histories and Humanities), Ms Orla Sheehan (Vice Provost/Chief Academic Officer's nominee), Ms Sinead Mac Bride (Equality Committee Representative), Professor Gillian Martin (Senior Lecturer), Mr Peter Donohoe (External Representative), Ms Kate Malone (Director of Human Resources), Professor Eoin O'Sullivan (Head of School of Social Work and Social Policy) and Ms Patricia Callaghan (Academic Secretary)
- APOLOGIES:** Professor Linda Hogan (Vice-Provost/Chief Academic Officer), Professor Sylvia Draper (Board nominee), Ms Lynn Ruane (Student Union President), Ms Aine Mulcahy (Chief Financial Officer's nominee), Professor Vinny Cahill (Dean of Faculty of Engineering, Mathematics)
- IN ATTENDANCE:** Ms Aveen Batt (Deputy Director of Human Resources) for all items
Ms Joanne O'Hanlon (Human Resources) for all items
Ms Louise Power (HR Manager Staff Performance and Review) for item 39

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

Section A

- HRC/15-16/36** **Minutes of last Meeting**
The following correction to the draft minute of the meeting of 21st April 2016 was noted and the minutes were approved as amended:
- HRC/15-16/27 Employee Alcohol and Substance Misuse Policy: **ACTION:** Assistant Secretary to inform the Secretary of the College that the recommendation of the HR committee is not to proceed with this policy and agreed to stand down any such policy on this item namely the Alcoholism Programme.
- HRC/15-16/37** **Matters Arising from the Minutes**
- Trade Union Representation on the HR Committee**
The Chair of the committee confirmed that a meeting with the Registrar will take place in the coming weeks to discuss the proposal to have a Trade Union Representative join the HR committee.
- Following a wider discussion in relation to the composition of this committee and its Terms of Reference, it was agreed to review this in the early part of the next academic year.

HRC/15-16/38

HR Strategy

The Director of HR presented an overview of the HR Strategy to the committee and outlined what has been achieved in the year. Following a comment from a committee member, the Director of HR acknowledged that the HR strategy didn't initially link to the College Strategic plan when developed but that work had taken place to retrospectively link everything back to the wider College plan.

The Director of HR outlined the biggest challenge for HR in the coming year is recruitment as the volume of work continues to rise and there is no investment in more resources or technology. The focus is to sort out HR Operations for the remainder of this year and move to a more strategic focus in 16/17. Following the success of the Head of School programme, HR will now work to develop a programme for our aspiring leaders and middle level managers.

Following discussions by the committee, the following items were raised:

- Expectation on staff to deliver on strategic initiatives with limited resources and lack of minimal infrastructure to improve processes - investment in IT Systems is essential
- Ability to deliver on strategies that have dependencies outside the control of the area
- Recommend an audit is carried out to review all resources in each area and the volume of work undertaken in that area to identify if there is sufficient resources
- Cultural issue in terms of openness to change
- Internal appointments from a recruitment campaign and the knock-on implications for other departments and the recruitment section– ripple effect

XXX HRC/15-16/39

Promotions

The Manager for Staff Performance and Review presented a memo to the committee in relation to a recent decision by Council and Board to broaden the eligibility criteria for progression and promotion of Academic staff as detailed below:

- all Assistant Professors with more than two years' service will be permitted to apply for progression through the Merit Bar regardless of their point on scale.
- all Assistant Professors with more than two years' service will be permitted to apply for accelerated advancement along the Assistant Professor scale at any point on the scale and irrespective of whether they have passed the Merit Bar. Where this involves progression through the Merit Bar the candidate would be required to apply to the JAPC.

Concerns were raised by the committee in relation to the process that was followed in relation to the proposed changes to policy and highlighted that they should have been presented to HR Committee in the first instance.

The committee noted the contents of the memo and the associated timeline presented by the Manager of Staff Performance and Review.

Following a query from a committee member, it was confirmed that there will be no promotions for Professional and Support staff but there will be natural progressions. The Director of HR advised that a communication on this item will issue in due course.

Section B

HRC/15-16/40

Any Other Business

Cush Report

The Chair of the committee brought the Cush Report to the attention of the committee for information purposes only. The Deputy Director of HR provided a high level summary of how this will affect the University if the recommendations outlined in the report are adapted. It should be noted that this report has not been supported by the IUA. An update on this report will be brought back to a future meeting of this committee.

Outcome of the Self Evaluation exercise

The Chair of the committee gave a broad overview of the findings from this exercise including:

- Overall satisfaction with the committee, its Chair and the minutes.
- Generally happy with four meetings per academic year
- Slight concerns in relation to purpose of this committee if correct process is not followed.

Following a query from a committee member, the Deputy Director of HR confirmed that the HR department valued the input of the committee.

Collection of personal information at time of job application

The Chair of the committee raised this item as a concern was brought to him by a committee member in relation to the gathering of personal information at application stage may result in potential applicants not applying. The Deputy Director of HR highlighted that the requested information was given voluntarily at application stage and applicants have the opportunity to skip this section if they are not comfortable providing the personal data. It was also noted that the equality monitoring data collected is agreed across the sector. The committee did not see any requirement to amend or remove this request for personal information from the application process.

Committee Members End of Term

The Chair acknowledged and thanked members of the committee whose membership was concluding this year.

Equality Committee Minutes

The equality committee representative highlighted the following items:

- An LGBT Staff Network has been established in the University
- Funding has been allocated to provide gender neutral bathrooms in the University

HRC/15-16/41

Date of Next Meeting

The schedule for the HR committee meetings for the next Academic year is still to be determined. The secretary to the committee will forward meeting dates as soon as possible.

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