



**Trinity College Dublin
The University of Dublin**

Draft Minutes of the Human Resources Committee

**Thursday, 19th October 2017 at 10.00am – 11.15am
Board Room, House 1, College Campus**

PRESENT: Prof. Richard Timoney (Chair), Ms. Antoinette Quinn (Director of Human Resources), Ms. Orla Sheehan (Vice Provost / Chief Academic Officer's nominee), Ms. Sinead Mac Bride (Equality Committee Representative), Ms. Louise Ryan (Chief Financial Officer's nominee) Ms. Patricia Callaghan (Academic Secretary), Prof. Anne Fitzpatrick (nominee of the Dean of the Faculty of Arts, Histories and Social Sciences), Ms. Alison Oldam (nominee of the Chief Operating Officer)

APOLOGIES: Prof. Gillian Martin (Senior Lecturer), Ms. Stephanie Farrell (Board nominee), Mr. Peter Donohoe (External Representative), Prof. Celia Holland, (nominee of the Dean of the Faculty of Engineering, Mathematics and Sciences) Prof. Catherine Comiskey (nominee of the Dean of the Faculty of Health Sciences), Mr. Kevin Keane (Student Union President)

IN ATTENDANCE: Prof. Chris Morash (VP / CAO) for item 7
Ms. Paula Kennedy-Hogan (Deputy Director of Human Resources) for all items
Ms. Cora Mullins (Human Resources) for all items

Items for specific Board attention are denoted XXX

Section A

HRC/17-18/01 Minutes of Last Meeting
The minutes of the 25th May 2017 meeting were approved and signed.

HRC/17-18/02 Matters Arising from the Minutes
The Chair welcomed the new members to the committee and those present introduced themselves.

HRC/17-18/03

Director of Human Resources Report

The Director of HR reported the following updates:

- The internal training on Job Evaluation is complete and engagement with the Unions is ongoing
- The projects already in the HR Strategy will be evaluated and prioritised
- The HRIS project is pending consent from the Dept. of Education and Skills
- There is an ongoing drive for a high performance culture across the University
- The continuous improvement process is ongoing whereby processes will be streamlined and simplified
- Initiatives including the Heads of Schools Programme and the Development Programme for Ussher's are ongoing
- The Paternity Leave Policy, Tenure Track Operating Procedures, Junior Academic Retention Policy and the Revised Probation Policy for Entry Level Academics were being put forward to COG / EOG for approval before coming to the HR committee for their consideration
- The Sick Leave Absence Management Policy was approved by Board on 18th October 2017 and will be implemented accordingly
- BoardPad will be in effect for the next scheduled HR committee meeting when all existing and new members are licensed and appraised.

Section B

HRC/17-18/04

Revised Terms of reference for the Human Resources Committee

A discussion took place about the draft terms of reference for the committee. Various suggestions were made and it was agreed to try and reach a final draft via email consultation. It was recommended that those policies and procedures (as appropriate) which the HR committee monitor be listed on the committee website, and that list updated as required.

ACTION: The Chair and the Director of HR will further review the terms of reference, considering the suggestions, and bring a further revision to the committee for consideration. HR will arrange for a new tab to be added to the HR Committee website where the policies can be listed.

HRC/17-18/05

Any Other Business

The Chair noted that the committee are required to do a self evaluation on an annual basis.

ACTION: HR will scope out what is required and advised the Chair.

HRC/17-18/06

Date of Next Meeting

The next meeting of the Human Resources Committee is scheduled for Thursday, 19th October 2017 from 10am – 12.00pm in the Board Room, House 1. However, an interim meeting may be convened to consider the Paternity Leave Policy, Tenure Track Operating Procedures, Junior Academic Retention Policy and the Revised Probation Policy for Entry Level Academics.

Section C

HRC/17-18/07

Items for Noting

Senior Academic Promotions Procedure

The Vice-Provost / Chief Academic Officer presented the particulars of the Senior Academic Promotions Procedure. It was noted that the wording concerning feedback to unsuccessful candidates seemed inconsistent with the legal provisions of FOI (with respect to references) and it was agreed that the wording needed to be modified accordingly.

ACTION: The Senior Academic Promotions Procedure will go to Council with a revised wording concerning feedback of external referee reports. In consultation with the Vice Provost, HR will arrange to compile a guidance note for referees (or template letter requesting references) to accompany the procedure.

Senior Academic Promotions Committee; Temporary Replacement

The temporary replacement of a member of the Senior Academic Promotions Committee as approved by the HR Committee via e-mail consensus on 11th October 2017 was noted.

Revised Composition of the Human Resources Committee

The revised composition of the committee as set out in the memo dated 6th September 2017 from the Registrar was noted.

ACTION: HR will arrange for the membership to be updated online and the new members to be added to BoardPad.

Signed:

Date: