



**Trinity College Dublin  
The University of Dublin**

**Draft Minutes of the Human Resources Committee**

**Thursday, 12<sup>th</sup> April 2018 at 10.00am – 11.20am**

**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. Áine Mulcahy (Chief Financial Officer's nominee) Prof. Celia Holland, (nominee of the Dean of the Faculty of Engineering, Mathematics and Sciences), Mr. Peter Donohoe (External Representative), Ms. Sinead Mac Bride (Equality Committee Representative) for items 8 to 11, Ms. Stephanie Farrell (Board nominee) for items 12 to 14

**APOLOGIES:** Prof. Gillian Martin (Senior Lecturer), Ms. Patricia Callaghan (Academic Secretary), Prof. Catherine Comiskey (nominee of the Dean of the Faculty of Health Sciences), Prof. Anne Fitzpatrick (nominee of the Dean of the Faculty of Arts, Histories and Social Sciences), Mr. Kevin Keane (Student Union President), Ms. Paula Kennedy-Hogan (Deputy Director of Human Resources)

**IN ATTENDANCE:** Prof. Michael Gill (Head of School of Medicine) for item 11  
Ms. Cora Mullins (Human Resources) for all items

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

**Section A**

**HRC/17-18/08 Minutes of Last Meeting**  
The minutes of the 19<sup>th</sup> October 2017 meeting were approved and signed.

**HRC/17-18/09 Matters Arising from the Minutes**

**Revised Terms of reference for the Human Resources Committee**

The committee noted that they continue to operate under the existing published terms of reference and that a further draft terms of reference was warranted for consideration of their function.

**ACTION:** The Chair and the Director of HR will meet to further review the terms of reference, consider suggestions made by the committee, and bring an updated draft revision to the committee for consideration.

#### **Self-Evaluation**

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

**ACTION:** HR will establish how the other University committees do this and advise the Chair accordingly.

### **HRC/17-18/10**

#### **Director of Human Resources Report**

The Director of HR reported the following updates:

- The relevant pay restoration and pay increases under the Haddington Road Agreement will be completed by the end of April 2018
- The Administrative and Library Staff Promotions and Progressions and Secretarial and Executive Staff Promotion calls attracted in excess of 277 applications. The review meetings have been set and the results should be determined by end of June 2018.
- Discussions on the proposed job evaluation framework are ongoing.
- A new circular regarding retirement age and remaining in work for an additional year was received and a proposal on same will be considered by EOG on 17<sup>th</sup> April 2018. Information should be available on the HR website thereafter.
- The CORE upgrade project is ongoing for implementation by end of September 2018.
- A management competency framework is being developed and should be completed by end of June 2018. This will include expected behaviors and competencies along with revised job descriptions and interview guides.
- The Mentoring and Development Programme will be relaunched in May 2018.
- Funding for the 'Head of School Programme' will be sought in order for the programme to run again.
- The Haddington Road Agreement requires Performance Management to be in place in all organisations by 2019. HR are looking at a number of way to deliver this.
- The recruitment process from start to finish is under review and improvements should be evident over the coming months.
- The HR Department are carrying out internal workshops to identify the GDPR requirements for the respective areas in-house.

## Section B

### **XXX HRC/17-18/11 Review Procedures for Clinical Staff for Promotion**

The Head of School of Medicine presented a summary of key points in the review procedures. Whilst two suggested modifications were proposed, the committee considered and approved the review procedures as drafted and agreed that they be reviewed after the first clinical promotions process under the procedures is completed.

**ACTION:** The review procedures as drafted will progress to Board for their consideration and approval.

### **XXX HRC/17-18/12 Amendments to the Revised Senior Academic Promotion Procedure**

The committee considered and approved the following proposed amendments to the procedure:

#### **1. Amendment to Appendix 1 - Examples of Scoring Methodology, pages 13 – 15**

- (i) Professor Of, the scoring range in the categories of Service to College and Engagement with Discipline/Society was amended to the correct values.
- (ii) Professor In, the scoring range in the category of Research and Scholarship category was amended to the correct values.

#### **2. Amendment to Appendix 4 – Definitions, page 21**

- (i) The sentence *“Publications related to the conduct of pro bono consulting activities”* was amended to *“Publications related to the conduct of consulting activities”*.
- (ii) The sentence *“See Appendix 6 on Promotions Protocol for Creative Arts Practitioners”* was added under the definitions section for research.

#### **3. Addition of Appendix 6 - Promotions Protocol for Creative Arts Practitioners, page 25**

- (i) The full text contained within appendix 6 of the new Senior Academic Promotions Procedure was added.

**4. Insertion to section 11.6, page 11**

- (i) The word “*normally*” was inserted and the sentence now reads “... *The Appeals Committee shall not normally conduct hearings.*”

**ACTION:** The revised procedure with incorporated amendments will progress to Board for their consideration and approval.

**HRC/17-18/13**

**Any Other Business**

**Date of Next Meeting**

The final meeting of the Human Resources Committee for 2017 / 2018 is scheduled for Thursday, 24<sup>th</sup> May 2018 from 10am – 12.00pm in the Board Room, House 1.

**Section C**

**HRC/17-18/14**

**Items for Noting**

**Electronic Approval of the Revised Paternity Leave Policy**

In the unexpected absence of the 19<sup>th</sup> January 2018 meeting taking place, the committee approved the Revised Paternity Leave Policy electronically on an exceptional basis. The revised policy progressed to and was approved by Board at their meeting on 28<sup>th</sup> February 2018. The revised policy was published to and is now available on the Human Resources website under A – Z.

**Signed:** .....

**Date:** .....