



**Trinity College Dublin
The University of Dublin**

Minutes of the Human Resources Committee

**Thursday, 24th May 2018 at 10.00am – 10.30am
Board Room, House 1, College Campus**

PRESENT: Prof. Richard Timoney (Chair), Ms. Claire O' Reilly (Director of Human Resources nominee), Ms. Orla Sheehan (Vice Provost / Chief Academic Officer's nominee), Ms. Sinead Mac Bride (Equality Committee Representative), Ms. Áine Mulcahy (Chief Financial Officer's nominee), Prof. Catherine Comiskey (nominee of the Dean of the Faculty of Health Sciences), Prof. Celia Holland, (nominee of the Dean of the Faculty of Engineering, Mathematics and Sciences), Ms. Stephanie Farrell (Board nominee) and Mr. Peter Donohoe (External Representative)

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

IN ATTENDANCE: Ms. Cora Mullins (Human Resources) for all items

Items for specific Board attention are denoted XXX

Section A

HRC/17-18/15 Minutes of Last Meeting
The minutes of 12th April 2018 and 11th May 2018 meetings were approved and signed.

HRC/17-18/16 Matters Arising from the Minutes

- The Chair advised the committee that amendments to the Senior Academic Promotions Procedure were approved by Board at their meeting on 23rd May 2018 and a call for promotions should therefore issue soon.

- Further to the EOG meeting on 17th April 2018, the Chair informed the committee that an information note on the temporary arrangements in relation to the proposed changes to the compulsory retirement age is available in the Pensions section of the HR website.

ACTION: HR will make arrangements for a representative from the Pensions Section in HR to present the updates at a future meeting of the committee, if required.

The committee were advised that the HR Department carried out internal workshops to identify the GDPR requirements for the respective areas in-house. They also undertook to complete the online GDPR training course circulated to all staff by the GDPR Officer. A member of the committee advised that a University project is underway whereby each area will be assessed in turn and high risk areas such as HR will be prioritised.

HRC/17-18/17

Director of Human Resources Report

The Director of Human Resources nominee reported the following:

- The CORE upgrade project is now at the user acceptance-testing phase and is on course for implementation by end of September 2018.
- The review meetings to assess applications received for the Administrative and Library Staff Promotions and Progressions and Secretarial and Executive Staff Promotions are ongoing. The results are on schedule for submission to Board in June 2018.
- A review of Performance Management processes is scheduled to take place over summer 2018.
- The competency framework is now in draft format, initial feedback has been received and focus groups are being set up across the University for additional feedback.
- A procedural document on the operation of the Tenure Track Policy for new Associate Professors was approved by EOG on 17th April 2018. The procedural document is likely to come to a future meeting of the committee for noting.

A discussion on junior academic staff assuming senior roles such as Head of Department and remuneration ensued. The committee were advised that the Equality Committee have data on roles and gender which may be useful.

ACTION: HR will link in with the Equality Committee regarding the data.

Section B

XXX HRC/17-18/18 Amendments to the Code of Practice applying to the employment of people with Disabilities

Following discussions between Human Resources and the Disability Service, the Equality Committee approved the following amendments to the Code of Practice applying to the employment of people with Disabilities at their meeting on 5th April 2018:

- 1.** Addition of a Terms of Reference for the Reasonable Accommodation Needs Assessment at Appendix 3
- 2.** Updating the Employee Assistance Programme provider from Clanwilliam Institute to Inspire Workplaces Counselling Services

The committee noted and approved the amendments above. In addition, the Chair proposed the following minor amendments which were also considered and approved by the committee:

Section 2

- Change 'Employment Equality Acts 1998 (as amended)' to 'Employment Equality Acts 1998 – 2016'
- Correct the link under 'Discrimination' by removing #_Toc283645410
- Change 'Appendix 2: Definitions' to 'Appendix 1: Definitions'

Section 6

- Change 'Consult the Appendix' to 'Consult Appendix 2'

Section 11

- Change 'Trinity Safety Officer' to 'Head of Safety'

Section 13

- Change 'Resourcing Manager in Human Resources' to 'Talent Acquisition Manager in Human Resources'

Section 14

- Separate the Human Recourse email contact and the link to the Human Recourse website which are merged

The committee agreed to a further proposal put forward by a member of the committee whereby the spelling of the word 'recognizes' on page 1 is amended to the spelling 'recognises'.

ACTION: The Code of Practice, with all amendments incorporated will progress to the next meeting of Board for their consideration and approval. On receipt of confirmation of Board approval after their next meeting, arrangements will be made for the amended Code of Practice to be published on the relevant University website(s).

HRC/17-18/19

Any Other Business

Following a query from a member of the committee, it was confirmed that HR had sourced a self-evaluation survey used by another University committee. The survey will be tailored to reflect the Human Resources Committee's function and will be circulated to all members before July 2018.

The Chair again raised the terms of reference for the committee and was advised that the Director of Human Resources is committed to reviewing these, the function of the committee and the structure of the committee meetings over the summer with a view to improving it going forward.

On behalf of the Director of Human's Resources, the committee were thanked for their contribution and input during 2017 / 2018.

Section C

HRC/17-18/21

Items for Noting

Schedule of Committee Meetings for 2018 / 2019

The schedule of meetings for 2018 / 2019 is as follows:

Thursday, 25th October 2018 at 10am in the Board Room, House 1

Thursday, 24th January 2019 at 10am in the Board Room, House 1

Thursday, 25th April 2019 at 10am in the Board Room, House 1

Thursday, 30th May 2019 at 10am in the Board Room, House 1

Minutes of Technical Staff Committee meeting on 16th February 2017

The committee noted the minutes of this meeting.

Minutes of the Technical Staff Committee meeting on 18th April 2018

The committee noted the minutes of this meeting.

Signed:

Date: