



**Trinity College Dublin
The University of Dublin**

Minutes of the Human Resources Committee

**Wednesday, 5th June 2019, 2.30pm – 4.10pm
Human Resources, House 4, University Campus**

PRESENT: Prof. Deirdre Ahern (Chair), Ms. Antoinette Quinn (Director of Human Resources), Prof. Celia Holland, (nominee of the Dean of the Faculty of Engineering, Mathematics and Sciences), Prof. Anne Fitzpatrick (nominee of the Dean of the Faculty of Arts, Histories and Social Sciences), Ms. Stephanie Farrell (Board nominee), Ms. Victoria Butler (Equality Committee Representative), Ms. Gwen Turner (nominee of the Chief Operations Officer) and Ms. Louise Ryan (Chief Financial Officer's nominee)

APOLOGIES: Prof. Kevin Mitchell (Senior Lecturer), Ms. Patricia Callaghan (Academic Secretary), Prof. Catherine Comiskey (nominee of the Dean of the Faculty of Health Sciences), Mr. Michael Slevin (Vice Provost / Chief Academic Officer's nominee), Ms. Breda Walls (nominee of the Chief Operations Officer), Mr. Peter Donohoe (External Representative) and Graduate Students Union President.

IN ATTENDANCE: Ms. Fidelma Haffey (Senior Talent Manager) for item 21
Mr. Leonard Hobbs (Trinity Research & Innovation Director) for item 22
Dr. Joanne Conroy (Consultancy Development Manager) for item 22
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/18-19/18

Minutes of Last Meeting

The minutes of the 18th October 2018 and 2nd May 2019 meetings were approved by the Committee and signed by the Chair.

HRC/18-19/19

Matters Arising from the Minutes

The discussion on permanent contracts and contracts of indefinite duration for academic staff of long-standing will reconvene at the next meeting of the Committee. Arrangements will be made for the appropriate representative(s) from Human Resources to attend for the topic to be elaborated on.

Director of Human Resources Report

Board approved the Career Framework, with the exception of the split of the Executive Officer and Administrative Officer 1 salary scales. This will be discussed in further detail with the respective Union(s) over the summer months and brought to the Committee again in the future.

The draft Probationary and Review Procedures for Academic Staff was approved by Board but with small changes required; namely, an appeal mechanism to the Faculty Dean before the final probation and no later than 9 months into probation and reference to explicit for consultation between the Head of School and the Head of Discipline during the probation process.

Board also approved the Procedures for Progression within the Assistant Professor Grade and the amendments to the Tenure Track Policy for new Assistant Professors.

The Senior Academic Leadership Initiative will be launched by the Minister of State for Higher Education on 17th June 2019. The initiative will fund 45 female academic positions over the next three years across the University and Technological University sector.

The discussions in relation to Labour Court Recommendation LCR21846, which provided for the granting of once-off additional leave in respect of the new academic year structure under the Trinity Education Project, have concluded. Staff who were in situ in the University before 1st September 2017 shall receive two additional annual leave days this year, which should be discharged on a cost neutral basis by 31st January 2020.

A joint paper on a hiring season for academic staff in the University has been to EOG and will be presented to the Committee at a future meeting. It is envisaged that a coordinated advertising approach with specific hiring periods will enhance the talent management process.

The CORE optimisation programme is ongoing. The implementation of a leave recording mechanism that will capture the data necessary for Athena Swan reporting is being explored. The Manager Toolbox function will be required initially to enable the data to be captured locally in the first instance.

The Leadership Development and the Management Development Programmes are in draft format, and feedback is being sought from various senior officers. Once all of these views have been gathered, it will progress to EOG, and then on to HR Committee.

Section B

XXX HRC/18-19/21 Revised Recruitment Policy

The revised policy was developed after a consultative process that included workshops with Heads of Schools, Senior Managers and key stakeholders and benchmarking against other Universities. The purpose of the revision is to underpin a revised recruitment process that meets the needs of the University.

The over-arching principles applicable to all competitions will be merit, fairness, transparency, responsive and business need. The main additions to the policy include Confined Competitions and Expressions of Interest, which are currently in practice but not covered in the existing policy, a Panel Option to fill multiple vacancies from one competition with reserve candidates and the option to make use of appointable candidates from recent competitions where the same type of vacancy arises within 6 months.

The Committee were informed that the existing Temp Bank will be dissolved and agency staff will be used for the purposes of bridging short-term vacancies. The alteration proved to be cost neutral when the direct employment costs including employers PRSI and employer pension contribution were considered.

ACTION: The Committee approved the Revised Recruitment Policy, as drafted. The Policy will progress to the next meeting of Board for its consideration and approval. On receipt of confirmation of Board approval, arrangements will be made for the Policy to be published on the relevant University website(s).

XXX HRC/18-19/22 Consultancy and Outside Earnings Policy

The purpose of the policy is to develop a sustainable and professional service that enables and encourages knowledge transfer, to build stronger relationships with clients and to ensure that academic staff are proactively enabled to work with external parties. The business model upon which it is based is driven by service provision and risk avoidance. The three-year pilot scheme is funded by Knowledge Transfer Ireland until the end of 2021 with the possibility of a one-year extension thereafter.

The key findings from a survey conducted before developing the policy showed that that over 80% of 200 Trinity respondents had carried out some form of consultancy over the last three years. They typically had one to two engagements per annum that yielded an income of approximately €15,000.

The Consultancy Office will manage the entire process for a fee of 15% from the funds generated which will be transferred to a School self-financing account and made available to the academic staff member. The disbursement will be agreed in advance with the Head of School whose approval is required to engage in the Consultancy.

The particulars of the existing Regulations on Outside Earnings Policy are incorporated in the Consultancy and Outside Earnings Policy, which will replace it.

The Committee recommended that “2013” is removed from the references to the TCD Code of Governance 2013 on pages 7 and 12 of the Consultancy and Outside Earnings Policy and TCD Code of Governance only be used instead to remove the need for future revision of the policy for a date change should the Code of Governance be updated.

The Committee further recommended stronger wording be used in the Financial Procedures and Distribution of Income in section 5.1.3 on page 9 of the Consultancy and Outside Earnings with particular emphasis on the designation and control of the self-financing account by the relevant Head of School.

ACTION: The Committee approved the Consultancy and Outside Earnings Policy with the recommendations above incorporated. The updated policy will progress to the next meeting of Board for its consideration and approval. On receipt of confirmation of Board approval, arrangements will be made for the policy to be published on the relevant University website(s).

HRC/18-19/23

Any Other Business

The schedule of meetings for the 2019/2020 will be circulated to the Committee shortly.

Section C

XXX HRC/18-19/24

Vetting/Foreign Police Certification Policy

The policy was updated in line with Section 21, Retrospective Vetting of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.

The main changes to the policy include the use of a Statutory Declaration Form in cases where an applicant is unable to submit a Foreign Police Certificate and commencing new staff whose Police Certification is outstanding but whose National Vetting Bureau (NVB) process is complete.

ACTION: The Committee noted the amendments to the Garda Vetting Policy. The policy, as amended, will progress to the next meeting of Board for noting. Arrangements will be made for the policy to be published on the relevant University website(s) on receipt of confirmation of Board noting.

XXX HRC/18-19/25 (Annual) Leave Entitlements Policy

The policy was updated in line with the Implementation of the national Annual leave arrangements for staff comprehended by circular letter 31st January 2014 under the remit of the HEA circulars from the Department of Education and skills. The main amendment the following insert at Section 4, Promotions:

‘From the commencement of the 2016 annual leave year, current leave entitlement (inclusive of closure days) for pre 7/1/2014 staff will be maintained if the leave entitlement for the grade to which the staff member is promoted is lesser than current entitlement, subject to a maximum entitlement of 30 days. Where current leave entitlement (inclusive of closure days) is greater than 30 days (32), the leave entitlement on promotion will be reduced to 30 days’.

ACTION: The policy, as amended, will progress to the next meeting of Board for noting. Arrangements will be made for the policy to be published on the relevant University website(s) on receipt of confirmation of Board noting.

HRC/18-19/26 Unconscious Bias Observer Pilot

The Provost requested the pilot of an Unconscious Bias Observer for Chair positions, the findings of which are to be reported back.

Human Resources staff who have received the requisite training will facilitate the pilot. The Committee recommended that Unconscious Bias training be made widely available in the University.

ACTION: The Committee noted and approved the Unconscious Bias Pilot. HR will implement the Pilot and will report the findings to the Provost and to the Committee on at a future meeting.

Signed:

Date: