



**Trinity College Dublin
The University of Dublin**

Minutes of the Human Resources Committee

Tuesday, 1st October 2019, 10am to 11.20am

Trinity Board Room, Trinity Business School

PRESENT: Prof. Deirdre Ahern (Chair), Ms. Antoinette Quinn (Director of Human Resources), Ms. Aine Mulcahy (Chief Financial Officer's nominee), Ms. Breda Walls (nominee of the Chief Operations Officer), Prof. Celia Holland, (nominee of the Dean of the Faculty of Engineering, Mathematics and Sciences), Prof. Robert Armstrong (nominee of the Dean of the Faculty of Arts, Humanities and Social Sciences), Prof. Gareth Brady (nominee of the Dean of the Faculty of Health Sciences) and Mr. Peter Donohoe (External Representative)

APOLOGIES: Prof. Kevin Mitchell (Senior Lecturer), Ms. Patricia Callaghan (Academic Secretary), Mr. Michael Slevin (Vice Provost / Chief Academic Officer's nominee), Ms. Stephanie Farrell (Board nominee), Ms. Victoria Butler (Equality Committee Representative) and Graduate Students Union President.

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

Section A

HRC/19-20/01 **Minutes of Last Meeting**
The minutes of 5th June 2019 meeting were approved by the Committee and signed by the Chair.

HRC/19-20/02 **Matters Arising from the Minutes**
The revised Recruitment Procedures, Consultancy and Outside Earnings Policy, Garda Vetting Policy and (Annual) Leave Entitlements Policy were approved at Board meeting on 11th September 2019.

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.

ACTION: Arrangements will be made for the appropriate representative(s) from Human Resources to attend for the topic to be elaborated on.

The Chair welcomed Prof. Gareth Brady to the Committee in place of Prof. Catherine Comiskey as nominee of the Dean of the Faculty of Health Sciences. The Chair also welcomed Prof. Robert Armstrong to the Committee in place of Prof. Anne Fitzpatrick as nominee of the Dean of the Faculty of Arts, Humanities and Social Sciences.

These changes were made to ensure the Committee's compliance with the Gender Equality Action Plan recommendation that no more than 60% of Committee members are of one gender.

HRC/19-20/03

Director of Human Resources Report

The recruitment process has improved whereby jobs are sized once the staffing submission is made and job descriptions are required as part of the submission rather than after the post is approved.

The Committee were informed that the time table for the Junior Academic Promotions Committee (JAPC) is with the current Vice Provost and the review dates will be announced in the coming weeks. Those who were eligible to apply last year but could not pending the then Vice-Provost's review of the Procedures for Progression within the Assistant Professor grade and the Revised Tenure Track procedure can apply this year. Those who are successful will have their increments applied retrospectively to last year.

No agreement has been reached yet with the Unions on the proposals for professional staff and the proposed split of grades under the Career Framework. It proved difficult to get a joint trade union position on some remaining issues over the last couple of months, which the external facilitator is attempting to overcome. A draft operational policy for the proposed Role Grading Committee has been circulated to the Unions, and their input invited.

The implementation of a system for the electronic recording of leave is on the HR agenda for the coming months. The recording of leave is a statutory obligation on an employer. The Committee were informed of another higher education institution that recently underwent an inspection who were given a set period to ensure their compliance before a reinspection would occur. In addition, if the University is unable to collate and provide accurate data on leave schemes to Athena Swan to demonstrate a commitment to gender equality, this could impact negatively on funding received from Europe.

The Director of HR confirmed that a probationary period of one year will apply to all grades. HR will review those in academic grades whose contracts issued with a four-year probationary period in the coming weeks to rectify the matter.

The Dean of Research has been working with HR on identifying optimum times for an annual hiring season. This would involve a large advertising campaign for several Chairs in suitable areas at the one time rather than individual advertisements on a regular basis. The proposal is currently with the Vice Provost.

ACTION: The Director of HR will update the Committee at a future meeting once feedback on the proposal is received.

The casual payroll, which has grown substantially in recent years and now accounts for approximately 4% of the workforce, and costs in excess of €8m. The new 'Casual Payroll Policy' was presented to the planning group on 1st October 2019. It will now proceed to EOG and on to the HR Committee thereafter. The policy will put more structure on the use of the casual payroll and provide guidance as well as set payment rates.

The Leadership and Management Development Programme is in the final draft stages and will be brought to a future meeting of the Committee.

The deadline for the Senior Academic Leadership Initiative is 18th October 2019. The initiative is aimed at taking positive action to accelerate gender equality goals and objectives in higher education institutions in Ireland. The University will submit applications for Professorships and the outcomes will be announced in November 2019.

A discussion ensued on gender equality and Athena Swan. It was noted that the efforts to date for Athena Swan accreditation in the University yielded disappointing results but there are no silver awards at all in Ireland. The Athena Swan accreditations are carried out by UK assessors which a member of the Committee felt was a contributing factor to the poor results.

A member of the Committee expressed how they feel gender equality is being neglected in the University despite the Gender Action Plan being approved last year. The Committee were informed that the Provost would identify by appointing an equality and diversity champion.

The report arising from the HR Quality Review carried out in April 2019 will be presented to the Quality Review Committee next week. It will be brought to a future meeting of the HR Committee thereafter.

The Department of Education and Skills issued a circular relating to the incremental progression for those at certain points on the Assistant Professor merged salary scale. The circular is effective from 1st October 2019 and the necessary adjustments will be made in the October 2019 payroll subject to the requisite sign off by the Head of School. The Director of HR confirmed that the HR Partners for the Faculties will contact Heads of Schools about the impact of the circular in their respective School.

The Self-Evaluation Survey was completed by half the Committee members over the summer. The results reflect that the overall opinion is the Committee is functioning well. The Committee will now meet five times during the academic year instead of four and the meetings will be spaced rather than clustered thereby adopting suggestions made in the survey.

The number of staff the University is permitted to employ under the Employment Control Framework increased by 75 to 1731. These posts will be funded by the Higher Education Authority (HEA) who retain control over the Framework in the Higher Education Sector. HR will continue to provide quarterly and yearly reports to the HEA in this regard.

A member of the Committee queried if there was scope at a sectoral level to revert to the HEA on the appointment of new employees above the first point of the relevant scale to address issues with staff turnover.

ACTION: The Director of HR will bring the matter to the next meeting with the IUA and revert to the Committee.

The Management Self-Service tool is being finalised as part of the Core Optimisation Project.

ACTION: Arrangements will be made for the Management Self-Service tool to be demonstrated at the next meeting of the Committee.

Signed:

Date: