



**Trinity College Dublin  
The University of Dublin**

**Minutes of the Human Resources Committee**

**Thursday, 14<sup>th</sup> May 2020, 2pm to 3.30pm**

**Conducted Remotely on Zoom**

**PRESENT:** Prof. Deirdre Ahern (Chair)  
Ms. Antoinette Quinn (Director of Human Resources)  
Ms. Sinead Mac Bride (Equality Committee Representative)  
Ms. Stephanie Farrell (Board nominee)  
Ms. Shaz Oye (Graduate Students Union President)  
Ms. Aine Mulcahy (Chief Financial Officer's nominee)  
Ms. Patricia Callaghan (Academic Secretary)  
Mr. Michael Slevin (Vice Provost / Chief Academic Officer's nominee)  
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)  
Mr. Peter Donohoe (External Representative)

**APOLOGIES:** Prof. Celia Holland, (nominee of the Dean of the Faculty of Engineering, Mathematics and Sciences)  
Ms. Breda Walls (nominee of the Chief Operating Officer)  
Prof. Kevin Mitchell (Senior Lecturer)

**IN ATTENDANCE:** Ms. Roisin Smith (Quality Officer) for item 23  
Ms. Paula Kennedy-Hogan (Deputy Director of Human Resources)  
Ms. Cora Mullins (Human Resources)

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

**Section A**

**HRC/19-20/18**

**Minutes of Last Meeting**

The minutes of 6<sup>th</sup> February 2020 and 9<sup>th</sup> March 2020 were approved by the Committee for signing by the Chair.

**HRC/19-20/19**

**Matters Arising from the Minutes**

An update on the recruitment of an Athena Swan Officer to work with the Vice-Provost for Equality, Diversity and Inclusion was sought. The Director of Human Resources confirmed that the competition for this post closed and applications were received before the Executive Officers Group (EOG) announced the recruitment freeze.

**HRC/19-20/20**

**Director of Human Resources Report**

The project plans and timelines for the five key focus areas arising from the Human Resources Quality Review were presented to and approved by EOG in April 2020. The Learning and Organisational Development Strategy which encompasses leadership development is being fast tracked at the request of EOG and will be presented to them before the project plans can be considered and approved in full.

The Academic Secretary indicated that CAPSL provide much of the training in academic areas and requested that Human Resources link in with her on this should such training be offered.

**ACTION:** The Director of Human Resources will arrange for the Head of Learning and Development to contact the Academic Secretary to discuss training in academic areas.

The Role Grading Policy and Process were approved by Board in March 2020. The Unions will ballot their members on it and the review of posts where there is an incumbent will not be introduced until the ballot is done and members of the Role Grading Committee are appointed and trained thereafter.

The Committee was advised that a small number of staff who were appointed on the full scale of the Administrative Officer 1 grade, but who could not progress over the bar in the absence of a committee, had advanced over the bar with the support and approval of their Manager. This will be backdated to when they would have advanced originally and will be processed in June 2020.

The EOG announced a recruitment freeze due to the impact of COVID-19 on the University's finances. There were approximately 300 roles in the pipeline at the time of the announcement which will proceed. The freeze will not apply to Chair recruitment which will continued.

Staffing authorisations approved by the Faculty or Divisional Executive Committee will now be subject to further consideration by the newly formed Recruitment Subgroup of EOG which has met and agreed its terms of reference and the process which will guide its work. A business case will be required, and a guidance note will be published.

The Recruitment Subgroup will meet every week initially and fortnightly thereafter. Nominations for research posts and self-financing research activities will be considered by the Dean of Research.

The newly formed Futures Group is looking at what the future of Trinity could look like post COVID-19. Their initial report will be presented to EOG in May 2020 and depending on how it is received, the group may be asked to investigate this further.

The Major Emergency Management Team approved a proposal for all staff to discharge at least two weeks annual leave by the end of September 2020 to ensure that all staff have a proper rest for both their mental health and wellbeing; to avoid an overall buildup of undischarged leave and to meet legislative requirements. The proposal will progress to EOG for their consideration.

A sub-group of Executive Officers on Phased Resumption of Activities on Campus, which is chaired by the Provost and has the Secretary to the College as Deputy Chair, is making plans for a gradual resumption of operations. Those who can work from home will be asked to continue to work from home and only limited activities will take place on campus with essential staff for the time being.

The Learning and Development Team are continuing to co-ordinate remote supports for staff during these challenging times including mindfulness, virtual cafés with guest speakers and weekly connect over coffee sessions.

*The Equality Committee Representative departed the meeting at this point.*

## **Section B2**

### **Any Other Business**

#### **HRC/19-20/21**

##### **Self-Evaluation Survey 2019/2020**

The Committee was notified that the self-evaluation survey for 2019/2020 will be circulated to the after the meeting to ensure the 'Performance Evaluation' requirement set out in the terms of reference is met.

#### **HRC/19-20/22**

##### **Schedule of Meetings for 2020/2021**

The Committee was informed that the schedule of meetings for 2020/2021 will be circulated on completion of the self-evaluation as a question pertaining to their frequency forms part of the survey.

**Section C**

**Items for Noting**

**HRC/19-20/23**

**Institutional Review 2020**

The Committee was apprised of Trinity’s Institutional Quality Review which is scheduled for late November 2020. The review is an evaluation by an external team of the effectiveness of an institution’s internal quality assurance procedures for education, training, research and services to ensure that agreed quality standards are being met.

The Quality Officer indicated that she would be seeking the Committee’s engagement on framing the Institutional Self-Evaluation Report (ISER) document on Human Resources Committee topics; case studies that demonstrate enhancement activities on these topics and Committee representation in meetings with the review team during the week of the review.

**ACTION:** The Director of Human Resources and the Quality Officer will discuss the Human Resources Department contribution to the review.

**Signed:** .....

**Date:** .....