



**Trinity College Dublin
The University of Dublin**

Minutes of the Human Resources Committee

Thursday, 29th October 2020, 11am to 12.10pm

Conducted Remotely on Zoom

- PRESENT:**
- Prof. Ross Mc Manus (Chair)
 - Ms. Antoinette Quinn (Director of Human Resources)
 - Ms. Claire Marshall (Vice Provost / Chief Academic Officer's nominee)
 - Ms. Patricia Callaghan (Academic Secretary)
 - Ms. Breda Walls (Chief Operating Officer's nominee)
 - Ms. Aine Mulcahy (Chief Financial Officer's nominee)
 - 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)
 - Mr. Peter Donohoe (External Representative)
- APOLOGIES:**
- Ms. Stephanie Farrell (Board nominee)
 - Prof. Kevin Mitchell (Senior Lecturer)
 - Ms. Sinead Mac Bride (Equality Committee Representative)
 - Ms. Gisèle Scanlon (Graduate Students Union President)
- IN ATTENDANCE:**
- Ms. Cora Mullins (Human Resources)

Items for specific Board attention are denoted XXX

Section A

- HRC/20-21/1** **Minutes of Last Meeting**
The minutes of 14th May 2020 were approved by the Committee for signing by the Chair.
- HRC/20-21/2** **Director of Human Resources Report**
Prof. Ross Mc Manus was welcomed as Chair of the Committee in place of Prof. Deirdre Ahern whose four-year term on Board had ended. Ms. Claire Marshall was welcomed in place of Mr. Michael Slevin as nominee of the Vice-Provost / Chief Academic Officer.

Ms. Gisèle Scanlon was welcomed in absentia as the Graduate Students Union representative in place of Ms. Shaz Oye. The outgoing members were thanked for their individual contributions to the Committee.

The Director of Human Resources gave a presentation on the high-level strategic recommendations arising from the HR Quality Review which can be grouped into five clear Programme Areas as follows:

1. Recruitment Transformation
2. Learning & Organisation Development Strategy
3. Process Improvement and Efficiency
4. Staff Engagement and Communication
5. Structure and Governance

ACTION: The presentation on the HR Strategy overview will be circulated to the Committee.

Chair Recruitment is progressing well and there is a distinct focus on creating a good candidate experience for applicants of all recruitment competitions under the recruitment transformation process.

The Learning and Development Team successfully delivered over 70 events online as part of the “We’re in this Together” series with more than 1,000 attendees at the “Leading Through Crisis Tips” session.

The Committee were updated on of the progress of the Payroll Shared Services Project which Trinity is the first University to partake in. The Project will align the weekly paid staff to a fortnightly or monthly pay run; discussions are on-going to finalise this. Information sessions, co-ordinated by members of the HR Team were streamed across various locations on campus simultaneously.

ACTION: A full update on the Process Improvement and Efficiency Project in Human Resources will be presented to the Committee at the next meeting.

The Dignity and Respect Policy is being reviewed in line with best practice in Europe and the UK. It is envisaged the policy will move from complaint based to concerns-based with more explicit content on sexual harassment than what is currently referenced.

The aim is also for the staff and the student processes in the policy to be joined up. The Director of Human Resources indicated that a meeting was scheduled with the Provost, the Vice-Provost / Chief Academic Officer, the Associate Vice Provost for Equality, Diversity and Inclusion and the Dean of Graduate Studies in this regard.

A member of the Committee noted that a requirement under Athena Swan is to be implemented encompassing Dignity and Respect. The revisions to the policy are therefore very relevant.

ACTION: The proposal for the revised Dignity and Respect Policy will be brought a future meeting of the Committee.

A member of the Committee asked how the responses to the “Staff and Student Survey on College Closure Communication Changes during COVID-19” would be disseminated. The Director of Human Resources indicated that, once the full report is released in due course, it was envisaged that the outcomes would be delivered by way of presentation to individual Schools and Departments whereby they could be discussed at a local level.

The Director of Human Resources noted that the survey indicated that staff are finding it hard to switch off whilst working remotely. The four pillars that HR are adopting to address potential “burnout” are:

1. Communication
2. Engagement and Participation
3. Skills and Support
4. Trinity Values

The Committee were advised that this had also come up at recent Equality Committee meetings and an “Email Hours & Staff Wellbeing” draft guidance document was drafted as a result which they hoped would be adopted at a University wide level.

ACTION: The draft guidelines will be circulated to the Committee.

A discussion on communication during COVID-19 ensued and the question of possible alternatives to email was raised. It was suggested that having a senior figure attend a meeting in the respective area on a regular basis to listen to and talk to staff and students was a good approach and proved effective.

A Committee member suggested that “walking and talking” instead computer-based communication only would encourage staff to get out and away from their screens thus contributing to their wellbeing. It was also recommended that online meetings are spaced out and where this is not feasible, that a comfort break is scheduled between meetings.

Section B2

Any Other Business

HRC/20-21/3

Responses to Self-Evaluation Survey 2019/2020

The Chair noted that the responses to the self-evaluation survey for 2019/2020 were positive overall. There were no additional comments on the responses to the survey from the Committee.

Section C

Items for Noting

HRC/20-21/4

Committee Membership for 2020/2021

The membership for 2020/2021 was noted by the Committee.

HRC/20-21/5

Schedule of Meetings for 2020/2021

The schedule of meetings for 2020/2021 meetings were noted.

ACTION: Meeting requests will be sent to the Committee as per the schedule.

Signed:

Date: