



**Trinity College Dublin
The University of Dublin**

Minutes of the Human Resources Committee

**Thursday, 11th February 2021, 2pm to 3pm
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. Aine Mulcahy (Chief Financial Officer's nominee)
Ms. Sinead Mac Bride (Equality Committee Representative)
Prof. Robert Armstrong (nominee of the Dean of the Faculty of Arts,
Humanities and Social Sciences)
Ms. Rachel Mathews-McKay (Board nominee)
Mr. Peter Donohoe (External Representative)

APOLOGIES: Prof. Kevin Mitchell (Senior Lecturer)
Ms. Patricia Callaghan (Academic Secretary)
Prof. Celia Holland, (nominee of the Dean of the Faculty of
Engineering, Mathematics and Sciences)
Prof. Gareth Brady (nominee of the Dean of the Faculty of Health
Sciences)
Ms. Breda Walls (Chief Operating Officer's nominee)
Ms. Gisèle Scanlon (Graduate Students Union President)

IN ATTENDANCE: Ms. Cora Mullins (Human Resources)

Items for specific Board attention are denoted XXX

Section A1

HRC/20-21/14

Minutes of Last Meeting

The minutes of 4th December 2020 were approved by the Committee for signing by the Chair.

Section A2

HRC/20-21/15

Matters arising from the Minutes

An observation on HRC/20-21/11 was raised by a member of the Committee. The Director of Human Resources provided clarification and confirmed that a memo presenting options to move the Role

Grading Policy and Process forward was progressing to EOG for their consideration.

Arising from the Quality Review Committee remark noted in HRC/20-21/9 that there is a lack of clarity on decision making by the Human Resources Committee in its current form which needs to be looked at going forward, the Chair proposed to add this to a future agenda for discussion.

ACTION: The current form and function of the Committee will be added to the agenda for discussion at a future meeting.

The Chair noted the Committee were added to the mailing list for the Weekly Wrap-Up; the Dignity and Respect Policy draft and the Learning and Organisational Development strategy will be presented to the Committee at a future meeting and the latest versions of the competency framework for professional service staff and interview guidelines were requested and will be circulated to the Committee on receipt.

Section A3

HRC/20-21/16

Director of Human Resources Report

The teaching guidelines for Research staff are drafted. The aim of the guidelines is put a structure around Research staff carrying out some teaching so their time with the University is as productive as possible. It was hoped the teaching guidelines would be presented to the Research Committee at their March 2021 meeting then presented to the Human Resources Committee at the next meeting.

ACTION: The teaching guidelines of Research staff will be presented to the Human Resources Committee at the next meeting if approved by the Research Committee in the meantime.

The funding for the Human Capital Initiative (HCI) was reduced by 15% which has created difficulties. A project plan is in place for the recruitment of more than 60 new roles. As the project and funding are finite, an advanced development plan may be utilised to develop the successful candidates whilst they are in the roles.

Business cases for maternity leave cover, adjunct roles and buy-outs no longer require a business case to be submitted to the Sub Committee of EOG for Recruitment which should move things along quicker. Approval through the normal Faculty / Divisional staffing authorisation process in the first instance remains unchanged. The change will be communicated to Heads of Area and School Managers. Statistically, the Sub Committee has considered 347 posts of which

273 were approved, 33 were rejected and the remainder were sent back to the local area for further clarity.

Human Resources are working on the rollout of a communication on basic HR processes to ensure that all people Managers are aware of what they need to be mindful of from an employment perspective when it comes to their staff.

The Learning and Organisational Development Team launched a virtual “Parents Series” offering support and advice to parents working from home during the pandemic which had huge staff uptake.

The Director of Human Resources indicated that a communication about University staff working outside the state was warranted. A member of the Committee advised that 90 days is the maximum revenue limit before tax liability accrues for the employer. The Director of Human Resources confirmed that the individual Principal Investigators have oversight on the hiring of Research staff and HR therefore have no insight into their work location. It is believed that a proposal to the Deans whereby the hiring of all Research staff is done through HR would ensure correct hiring and onboarding, but this would require a dedicated resource.

Section B1

HRC/20-21/17

Oversight of Policy Matters

There were no submissions for consideration under section B1.

Section B2

HRC/20-21/18

Any Other Business

On behalf of the Equality Committee, the Equality Committee Representative raised working from home and concern about staff coping. It was suggested that a formal policy or process with a structured approach taking in the overall wellbeing of staff when scheduling work is required. The Director of Human Resources advised that more detailed Manager guidelines around flexibility during the pandemic is on the agenda for HR.

The Equality Committee Representative also noted that Parents Leave was due to increase from 2 weeks to 5 weeks effective from 1st April 2021.

The Chair indicated that the School Managers wanted to discuss formalising their relationship with HR. The Director of Human

Resources confirmed that regular meetings between HR and the School Managers used to take place and as it was a general request, it is was not for the Committee’s consideration.

ACTION: The Director of Human Resources and the Chair will discuss School Managers request to formalise their relationship with HR separately.

Section C

Items for Noting

HRC/20-21/19

There were no items for noting under section C.

Signed:

Date: