

**Trinity College Dublin
The University of Dublin**

Minutes of the People and Culture Committee

**Wednesday, 29th November 2.30pm to 4pm
Trinity Boardroom, TBS**

PRESENT:

Prof. Darryl Jones (Chair)
Ms. Antoinette Quinn (Secretary - Director of HR)
Mr. Andrew Duffin (College Staff Member)
Ms. Kathryn Whyte (External Member)
Ms. Paula Hicks (College Staff Member)
Prof. Sylvia Draper (Dean of STEM)
Ms. Orla Cunningham (COO)
Mr. Roger Rice, Human Resources (Providing secretarial support due to sick leave)

APOLOGIES: Prof. Lorraine Leeson (AVPEDI)
Prof. Eoin O'Sullivan (The Senior Dean)
Dr. Rachel Moss (College Staff Member)
Dr. Vivian Rath (External Member)

Section A1

PPC/23-24/001 All members of the committee introduced themselves.

Section A2

PPC/23-24/002 Matters arising from the Minutes

No action or follow up items as this is the first meeting.

Section A3

PPC/23-24/003 Overview and objectives of the Committee

Committee Structure (reimagined). New principles of board compared to older committee. Sub Committee EDI, Equality & Diversity (first Meeting tomorrow) Reporting back to this group.

Section A4

PPC/23-24/004 Duties of the People and Culture as set out in Terms of Reference

The committee discussed the proposed terms of reference and suggested amendments. A revised document to be brought to the next meeting. The revised terms of reference are in Appendix (i).

Section B1

PPC/23-24/005 HR Update

The HR Director gave an update to the committee on the three big people projects that the HR Team are currently working on. She outlined that these are the three key people issues which the Provost has said are a priority.

- 1) **Employee Patterns and Contract Types Working Group** – Investigation into employment patterns and contract types being used in the University was requested by the Provost last year when she was Chair of the Board. Comprehensive research was conducted, and a full report is currently being finalised. As this report was requested by the Chair of the Board, it will initially go back to the new Chair of the Board, with a request for the report to be discussed at the People and Culture Group. Once the report has been discussed and considered by this group, it will then progress to the Board for approval.
- 2) **Reward Recognition and Career Progression for Professional Staff:** -Following consultation with over 400 staff, the findings from the staff engagement was distilled into five main categories. At the request of the Provost, these findings have been presented to the Group of Unions (GOU). A follow up meeting will be held with the GOU, and the report including any feedback from the GOU will then come to the People and Culture Group for discussion and consideration, and then on to the Board for approval.

- 3) **SAPC** –A review of the SAPC process involving staff from each of the Faculties was conducted in 2023. The consultation process was facilitated by an external Professor Bert Overlaet, a retired professor from KU Leuven. A report of his findings and recommendations was sent to the University. The VP’s office are being supported by HR to look at options and timelines in relation to implementation of these recommendations. When a proposed solution has been put together, it will be discussed and considered by the People and Culture Group, and from there it will go to Board for approval.

PPC/23-24/006 A03 - A02 progression recommendations under the Labour Court Agreement submitted by the Professional Staff Review Committee

B1.2 Recommendations noted by committee.

Section B2 Any Other Business

PPC/23-24/07 B2.1 Doodle Poll will be circulated to schedule for next meetings to be decided and what can be planned in advance in the calendar.

Action: Send Doodle poll to determine schedule for next meetings.

No further items were raised, and the meeting was concluded.

Signed:

Date: ...25 January 2024.....

Appendix i

Revised Terms of Reference

1. Agree a Programme of Work and reporting dashboard on an annual basis and submit this to Board. The Secretary's Office will set a deadline for this to enable the Board to create its annual work programme.
2. Monitor the University's cultural climate provide advice to Board on ways to fulfil its governance responsibility to oversee the University's culture.
3. Assist Board in the formulation, co-ordination and implementation of policies relating to people and culture matters, and review such policies on a regular basis in order to make recommendations of changes to Board on the basis of relevance efficacy and international best practice.
4. Advise Board of legislative and regulatory requirements applicable to the University in the areas of the Committee's remit and oversee and monitor the management of plans and actions to ensure these requirements are met. This will include the University's obligations under the Public Sector Equality and Human Rights Duty.
5. Review, challenge and monitor the content of and approach to University strategies involving areas within the Committee's remit including its Equality, Diversity and Inclusion strategy and Human Resources Strategy, ensuring alignment with the University's Strategic Plan. Monitor progress through regular reporting, and steer or make recommendations to ensure strategic objectives are met.
6. Review risk registers for areas within the Committee's remit and suggest necessary action. Help promote a strong risk culture by monitoring adherence to risk indicators for areas within the Committee's remit. Advise the Risk and Compliance Committee of Board on material risks identified. Review and endorse any section of the University's annual internal audit or risk plans related to areas within the Committee's remit. Ensure that lessons learned from adverse events are communicated effectively and embedded in practice.
7. Report regularly to Board on implementation of policies of Respect, Dignity, and Consent, and how they are being rolled out and embedding in the University.
8. Monitor reports on Sexual Misconduct and Bullying and Harassment and report to Board as part of the annual programme of work.
9. Advise Board on significant resource issues in relation to areas within the Committee's remit.
10. Assist Board in establishing, reviewing, and disestablishing sub-committees of the Committee including changes to memberships and Terms of References, making recommendations to Board as the Committee sees fit.

11. Implement a programme of regular updates from sub-committees of the Committee, and from relevant working groups.
12. Report at least annually to Board on its activities. The report will include:
 - i. an executive summary outlining significant decisions made and issues dealt with on behalf of Board;
 - ii. confirmation that an annual review of the Committee's Terms of Reference and those of its subcommittees has been carried out, including a summary of any changes to be adopted;
 - iii. confirmation that all functions outlined in the Committee's Terms of Reference have been carried out;
 - iv. the Committee's assessment of progress made on the University's strategies relating to areas within its remit;
 - v. the Committee's assessment on its own performance and operations, including a summary of the performance and operations of its sub-committees.