

**Trinity College Dublin
The University of Dublin**

Minutes of the People and Culture Committee

**Thursday, 22nd February 2pm to 4pm
Trinity Boardroom, TBS**

PRESENT:

Prof. Darryl Jones (Chair)
Ms. Antoinette Quinn (Secretary - Director of HR)
Mr. Andrew Duffin (College Staff Member)
Prof. Eoin O'Sullivan (Senior Dean)
Ms. Kathryn Whyte (External Member – Chief People Officer Enterprise Ireland)
Prof. Lorraine Leeson (AVPEDI)
Ms. Orla Cunningham (COO)
Dr. Rachel Moss (College Staff Member)
Prof. Sylvia Draper (Dean of STEM)
Dr. Vivian Rath (External Member)
Ms. Gillian Connolly, secretarial support

APOLOGIES:

Ms. Paula Hicks (College Staff Member)

General introduction points

The Chair announced that this will be Dr.Vivian Rath's final meeting with the People and Culture Committee and thanked Vivian for his contributions to the People and Culture committee.

Section A1

PPC/23-24/08 Minutes

The minutes of 25th January 2024 were approved by the Committee for signing by the Chair.

Section A2

PPC/23-24/09 Matters arising from the Minutes

No action or follow up items.

Ms. Fidelma Haffey, Head of Talent, Human Resources entered Meeting

Section A3

PPC/23-24/10 Senior Promotions

Ms. Fidelma Haffey, Head of Talent, Human Resources presented on SAP changes.

- The Committee were asked to consider and approve:
 - Main Changes to the existing SAP policy for call in 2024 (the existing Procedure 57, Senior Academic Promotions (SAP) Policy, and Procedure 57a, Senior Academic and Academic Consultant Promotions Procedure (DDUH)
 - Setting up a Project Team to progress next phase of SAP project
- The Senior Academic Promotions Policy and the SAP DDUH Policy was considered and approved by the People and Culture Committee with some suggested recommendations in wording:
 - Section 2. Scope – to update to reflect that Procedure 57, Senior Academic Promotions Policy does not apply to (i) Clinical Staff who wish to apply for an honorary clinical academic staff, (ii) Academic and Academic Consultant Staff employed by Dublin Dental University Hospital who hold a DDUH) contractual arrangement.

- Section 5.2 - For the 2024 call, it is proposed to (i) “ring fence” a portion of a larger financial envelope to cover the cost of additional promotions to deal with the backlog from the previous four calls (2021, 2020, 2019 and 2018) identified in the Report on the SAP Process Review from Phase 1, and (ii) to treat candidates seeking promotion in this round, the same way as those candidates from the four previous calls.

- Section 7.7.1 Professor Of – to continue to invite candidates to interview who achieve the threshold score.

- Section 8. External Referees – To discontinue the practice of collecting two external referee reports for Professor Of (Personal Chair), Associate Professor and Professor in candidates.

- Section 9.4-the Faculty HR Partner, Secretary to the Faculty Senior Academic Promotions Committee along with the members of the relevant promotions committee will compile the written feedback on all unsuccessful candidates based on the minutes of the relevant Faculty Senior Academic Promotions Committee.

- Section 9.4 and 9.5 Feedback – To schedule the feedback meetings normally within working eight weeks from the date on the letter of notification sent to staff members informing them of the outcome of their application and prior to the deadline for submitting an appeal.

- Section 10.3 Appeals - To increase the deadline for lodging an appeal from four working weeks to eight working weeks in line with the feedback meetings scheduled normally within eight weeks from the date of issue of outcomes and prior to the deadline for submitting an appeal. The aim is to enable candidates to avail of a feedback meeting prior to lodging an appeal.

- The communication in writing from Human Resources to candidates who are being dealt with as part of the backlog should clearly outline the process involved. ‘In this case, they will be informed that the Senior Academic Promotions Committee will recommend for promotion to the relevant grade those candidates who achieved a final agreed score where they met the threshold (as detailed in Appendix 1 of Procedure 57 etc etc) in their application in one or more of the four previous calls (2021, 2020, 2019, and 2018), but who were not promoted at the time due to financial constraints. These promotions will be made under the Senior Academic Promotions Call of 2024, and will take effect from 1 October 2024, subject to Council and Board approval.’

- The committee discussed that it would be useful to have the Deans as working group members. It was agreed that the scope needs to be looked at first.
- The committee suggested option 4 in Appendix 1 on the proposed timelines for running the call in 2024.

ACTION: SAP Policy to be revised and submitted for February Board for approval.

Ms. Fidelma Haffey, Head of Talent, Human Resources left Meeting

**Dr. Vivian Rath, External member, thanked all committee members for his time in the People and Culture Committee and advised he had to leave the meeting. **

Section A4

PPC/23-24/11 Reward, Recognition and Successful Careers for Professional Staff

Ms. Antoinette Quinn, Human Resources Director presented on Reward, Recognition and Successful Careers for Professional Staff

- The committee suggested that the presentation include more existing rewards that are in place in the University, such as bereavement leave etc.
- Benefit statement to all staff was suggested to highlight existing rewards, recognition, and career development.
- Wrap up slides at the end of the presentation was suggested to explain what our proposal is.
- It was raised that there is a lack of equality in voting rights for professional staff. It was agreed that this could be discussed further when the Project Team met to review all the suggestions.
- The committee suggested that the 'dedicated' project team wording needs to be changed to project team.

ACTION: Add in a proposal at the end of the slides of the next steps and clearly identify which forms of reward, recognition, and career advancement that are already in place in the University.

Section B

PPC/23-24/12 Items for Noting

- Changes to Sick Leave policy
- Revised Sick Leave Policy

- Circular 12/2023
- DFHERIS confirmation the changes apply to employees in Higher Education Institute
- Minutes from EDI-Sub-Committee on 30/11/2023
 - Committee approved EDI-Sub-Committee minutes from 30th November 2023

PPC/23-24/13

Section C Any Other Business

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

Signed: ...

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Date:17th April 2024

