

**Trinity College Dublin  
The University of Dublin**

**Minutes of the People and Culture Committee**

**Wednesday, 17<sup>th</sup> April 2pm to 4pm  
Trinity Boardroom, TBS**

**PRESENT:**

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

**APOLOGIES:**

Prof. Lorraine Leeson (AVPEDI)

## General introduction points

The Chair welcomed Mr. Lucky Khambule, External Staff member to the People and Culture Committee. All committee members introduced themselves.

### Section A1

#### PPC/23-24/14 Minutes

The minutes of 22<sup>nd</sup> February 2024 were approved by the Committee for signing by the Chair.

### Section A2

#### PPC/23-24/15 Matters arising from the Minutes

No action or follow up items.

### Section A3

#### PPC/23-24/16 Report on Employment Contracts Patterns and Conditions

The HR Director, Ms. Antoinette Quinn gave a presentation on the report on Employment Contracts Patterns and Conditions. (Presentation included)

*\*Prof. Neville Cox, Registrar joins the meeting\**

Prof. Neville Cox is introduced to the Committee members as joint Chair of the Working Group on Employment Patterns and Contract Types.

A discussion takes place on the report, followed by questions.

**Action:** The committee approve the report to go to Board on 22<sup>nd</sup> May 2024.

*\*Prof. Neville Cox, Registrar exits meeting\**

### Section B1

#### PPC/23-24/16 Items for Noting

- EDI Sub-Committee TOR
  - The committee agree to hold this item until the next People and Culture Committee meeting as Prof. Lorraine Leeson will be presenting the work of the EDI committee

at the next meeting, and it was deemed that the terms of reference could be discussed as a result of this.

**Action:** Prof. Lorraine Leeson to give presentation on EDI agenda including ongoing work in relation to gender equality, Athena Swan, disability and the EDI Code of Practice at the next People and Culture Committee meeting.

*\*Ms. Mary Leahy, Employee Relations Manager joins the meeting\**

Ms. Mary Leahy provides an update on each of the following policies followed by questions from committee members.

- DRAFT Parental Leave Policy
- DRAFT Maternity Leave Policy
- DRAFT Adoptive Leave Policy
- Parents Leave policy
- New Domestic Violence Leave Policy
- New Medical Care Leave Policy

**Action:** The committee approve the policies presented by Ms. Mary Leahy to go to Board on 22<sup>nd</sup> May 2024.

*\*Ms. Mary Leahy exits meeting\**

- Procedures for Progression within the Assistant Professor Grade (Procedure 46a) Updates 2022 and 2023 (Tabled)

The committee noted this update.

## **PPC/23-24/17**

### **Section C Any Other Business**

C1.1 Ms. Paula Hicks asked if members of the committee can contribute to the agenda?

- The Chair and Ms. Antoinette Quinn advise that members of the committee are welcome to contribute to the agenda.

C1.2 The committee asked when the next People and Culture committee meeting will take place?

- The Chair advises that the next meeting will take place on 9<sup>th</sup> May 2024.

**Action:** Set up the next People and Culture committee meeting on 9<sup>th</sup> May 2024.

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

**Signed:** .....

**Date:** .....