

HARPER ADAMS UNIVERSITY

Minutes of a Meeting of the Staffing Committee held on 18 January 2018 in the Boardroom

Present: Mr P Nixon Chair
Mr M Lewis
Mr S Vickers
Mrs A Haycox
Dr D Llewellyn
Mr M Simcock

In attendance: Dr C Baxter Secretary
Mrs E Vingoe

Apologies: Mrs C Snell

Members were reminded to update their entry in the Register of Interests if required.

The Chair informed the Committee that this would be Mrs Vingoe's final meeting and thanked her for all her hard work as a member of the Staffing Committee.

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- Noted:
- i. that Shropshire Pensions had agreed to provide a guidance session for staff on 23 January 2018. The Pensions team would advise on the use of the on-line facility and any personal queries about their pensions that staff may have;
 - ii. that before the meeting, Shropshire Pensions had provided a joint briefing for the Finance and General Purposes Committee and Remuneration Committee for their meetings. The information presented in the briefing would also be relevant to the Teachers' Pension Scheme;
 - iii. that additional calculations had been completed to review the costs of providing a monetary award for long service at different points in an individual's service. Following discussion it was agreed that the costs of providing awards at the proposed points were prohibitive. Dr Llewellyn suggested that alternative options might be discussed with the Senior Management Team and the University Executive, and any suggestions be reported back to the next Staffing Committee meeting.
CEB/Head of HR
 - iv. that

for support staff and it was suggested that this would not be something that the University would wish to change again at this stage.

17/19 Risk Management

Received: a report from the University Secretary on risk areas monitored by the Committee.

Noted:

- i. that the responses in the 2017 Staff Survey to the questions on equality and diversity had been extremely positive;
- ii. that the wording in the report for Intellectual Property should read “Risk of not managing Intellectual property effectively”, and for the recruitment of senior staff should read “Risk of not being able to recruit senior staff”. **CEB**

17/20 Staff Survey 2017

Received: a report on the outcomes of the Staff Survey conducted in November 2017.

Noted:

- i. that the majority of the results from the Survey had been extremely positive and that the overall staff satisfaction rating (indicated by the response to the question “the University is a good place to work”), was 91% against the KPI target of 89%;

- ii. that the ‘Employee Engagement and Organisation Climate’ ratings

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17/21 **HE Apprenticeship Standards**

Received: a report on the publication of the Academic Professional Standard and Assessment Plan.

Noted:

- i. that the report described the plans for relevant members of staff to engage as 'apprentices' on the established Postgraduate Certificate in Teaching and Learning, and for this to be funded by drawing down the University's apprenticeship levy funding;
- ii. that the qualification had now been confirmed as 18 months in duration and the drawdown from the levy fund would be £4,500 rather than the £9,000 expected. The length of the qualification 1.1 (i)-8.2EMC 1.1 (at)-1.1 (i)-8.9 (on)

minimum number of FTE required in each category before they were reported;

- ii. that the HR Team was currently gathering the data for the Gender Pay Gap Report in conjunction with colleagues in Finance and IT. The data would be analysed and the relevant figures and commentary presented to the Senior Management Team for review.

Agreed: that the draft report would be forwarded to Committee members via email during Marc