

HARPER ADAMS UNIVERISTY

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 Head of Human Resources and in particular in providing the support to the Chair of Staffing Committee.

17/17 Minutes

Approved: the minutes of the meeting of the Committee held on 8 November 2017 (17/01-17/16).

17/18 Matters Arising

Received: a report from the University Secretary on matters arising.

- 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 a member of the Staff Consultative Group had canvassed their constituents regarding long service awards, following a suggestion that a social function might be held to present the awards. This proposal had not been favourably received but a suggestion of granting additional leave at specific service points had been made. It was noted that the annual leave allowance had been increased in 2017

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 which demonstrate the level of employee satisfaction showed that of the 16 ratings, 8 had improved; 3 had stayed the same; and 5 had decreased. Ten of the ratings showed a statistically significant positive difference to other HEIs surveyed by Capita;
- iii. that in the “Employer of Choice” Report, relating to employee engagement and organisation climate, the University was ranked 6th (10th in 2016) out of 48 HEIs; and 16th (18th in 2016) out of 403 other private and public sector organisations surveyed by Capita between 2016-17. Both these figures represented an improvement on the last survey;
- iv. that communications had been highlighted again as an issue by some members of staff. The Vice-Chancellor noted that regular staff meetings and briefings were held but there was a tendency for the same people to attend each time. Members agreed that communication was a two-way process and the Vice-Chancellor would be re-instating informal lunches with staff teams to discuss this issue and any other topics staff wished to raise. **DGL**
- v. that the outcomes of the overall survey and the individual departmental data (where this was available), would be sent to line managers. They would then be required to meet with their staff to discuss these outcomes and present their actions plans to a Staff Survey Group meeting on 9 March 2018, consisting of a range of members of staff and a Governor. A report from this meeting would be sent to all staff. Mr Vickers suggested that small changes in those departments where there was less positive performance in some areas of the Survey, had the potential to move things a long way;
- vi. that the proportion of staff who responded that they had completed a PDR was only 60% (of the 58% of staff that had completed the survey). Mr Vickers suggested that the question should potentially be amended to “have you been asked to take part in a PDR meeting?” **Head of HR**

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 may prevent its implementation as had previously been envisaged;
 - iii. that Clare Keegan had been working very hard with academic colleagues on the introduction of degree apprenticeships and those in the Land, Farm and Business Management department were ready to launch;
 - iv. that the Catering Department had engaged 2 apprentices and were looking to provide other staff in the department with opportunities for continual professional development through apprenticeship programmes.

17/22 Policies and Procedures

- Received: a draft policy statement on adverse weather.
- Agreed: that an additional phrase would be inserted into the first sentence of paragraph 3: "If a member of staff is absent due to child care reasons *directly related to bad weather*, they may be eligible for Dependent Care Leave." **Head of HR**
- Approved: the new policy statement on adverse weather (subject to the above amendment).
- Received: an updated Safeguarding Policy.
- Agreed: four amendments of a grammatical nature to be made to the wording of the Policy; **Head of HR**
- Approved: the updated Safeguarding Policy (subject to the amendments highlighted).

17/23 Equality and Diversity

- Received: an update on the activities of the Equality and Diversity Working Group.
- Noted: that the group had received a briefing on the activities of the National Collaborative Outreach Programme from the Marketing and Communications Department representative.
- Received: an update on the statutory requirement to publish a Gender Pay Gap Report by the end of March 2018.
- Noted:
- i. that the Times Higher Education tables on academic staff salaries did not indicate that Harper Adams University employed any professors. Mrs Vingoe advised that this may be due to the information being drawn from HESA 2016/17 data, where there was a

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 March 2018 for discussion and approval. **CEB**

17/24 Staff Development

Received: a report on staff training and development activities.

Noted: i. that following on from the development training already provided, academic colleagues shortlisted for promotion interviews would be offered 1:1 preparation sessions;

- ii. that PDRs were not formally submitted as part of the application for promotion documentation, but that a supporting statement was included by the Head of Department, written in conjunction with the relevant Associate Head of Department.

17/25 Staff Consultative Group

Noted: that the minutes of the Staff Consultative Group meeting to be held on 24 January 2018 would be forwarded to members of the Staffing Committee by email.

17/26 Joint Consultative and Negotiating Committee

Received: the minutes of the meeting of the Joint Consultative and Negotiating Committee held on 1 November 2017.

17/27 Any Other Business

Noted: that the Finance and General Purposes Committee had noted that the University was working through data on staff pay and working hours as part of a review to ensure compliance with HMRC regulations on the National Minimum Wage.

17/28 Date of Next Meeting – 14 June 2018.