

Staffing Committee

HARPER ADAMS UNIVERSITY

Minutes of a Meeting of the Staffing Committee held on 17th January 2019 in the Board Room

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

In attendance: Miss D Crowther Secretary
Dr C Baxter
Mr A Allen

Apologies: Mrs C Snell
Mr M Simcock

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

18/19 Minutes

Approved: the minutes of the meeting of the Committee held on 8th November 2018 (18/01 - 18/18).

18/20 Matters Arising

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

Noted: that no questions on the report arose and the majority of the items were covered against separate items on the agenda.

18/21 Risk Management

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

Noted:

- i) that a draft report had now been received from Alison Parken in respect of the Gender Pay Gap work she had undertaken on behalf of the University. The report contained theoretical research as well as practical recommendations for action. Alison would be visiting the University to present her report and give further detail around recommendations on the 19th February 2019.
- ii) that work to recruit to the post of University Solicitor was continuing. The deadline for applications had passed and there were four applicants. Short listing would be undertaken later on that day and there was confidence that an appointment would be made.
- iii) that in respect of Brexit the University was keeping a close eye on developments and the potential impact on the EEA / EU staff group.

18/22 Home Office Compliance Audit by the HEAT Team

Received: a report from the Head of Human Resources on the outcomes of the audit undertaken 11th - 13th December 2018.

- Noted:
- i) that the audit had run smoothly and that the final outcome report from the Decision Making Centre in Sheffield was expected mid to late January 2019.
 - ii) that the outcome of the audit would be communicated to the members of the Staffing Committee once received.
 - iii) that thanks was given on behalf of the committee to all of the staff who had been involved with the audit preparations and the exercise itself.

CEB/DC

18/23 Pay and Negotiation - 2018/19 Pay Round

- Noted:
- i) that UCU and EIS were currently in the process of re-balloting their members across all UK HEI's for industrial action over the 18/19 pay round.
 - ii) that negotiations were about to commence for the 2019/20 pay round.

18/24 Policies and Procedures

- Noted:
- i) that a refresh of the University's Recruitment Procedure had been completed, with no major changes, as well as development work on a new set of documents to ensure recruiting managers were adhering to best practice recruitment and selection, as well as complying with the requirements of UKVI legislation.
 - ii) that Right to Work training sessions were continuing to be delivered to recruiting managers and departmental administrators across the University.
 - iii) that further clarification advice was being sought from Eversheds around right to work checking processes for external examiners, validation panel members and monitored suppliers.

18/25 Single Equality Scheme

Received: a report from the University Secretary on the updated version of the Single Equality Scheme.

Approved: the updated version of the Single Equality Scheme subject to some minor amendments to wording on pages 16,17 and 18.

18/26 HR Consultation on Mandatory Ethnicity Pay Reporting

Received: a report from the Head of Human Resources on the consultation on Mandatory Ethnicity Pay Reporting and a UCEA briefing note on the consultation.

Noted: that the University had engaged with the consultation and will keep in touch with developments, which will be communicated to the committee once further advice and / or guidance is published.

18/27 Voluntary Reporting on Disability, Mental Health and Wellbeing

Received: a report from the Head of Human Resources on the option to voluntarily report on disability, mental health and wellbeing, along with a UCEA briefing note on the subject.

Agreed: that due to many other requirements around compliance, the University would not report on a voluntary basis at this time. The University would monitor the number of other HEIs who did choose to report and give this option further consideration in due course.

18/28 Good Work Plan

Received: a copy of a briefing note from UCEA in respect of the Good Work Plan published by the Government, in which it responds to the recommendations from the Matthew Taylor Review of Employment Practices in the Modern Economy (Taylor Review).

Noted: that the issue of written statements of particulars for casual workers would be addressed prior to the implementation of the recommendations.

DC

18/29 EHRC Enquiry on Racial Harassment in Higher Education

Received: a report from the Head of Human Resources on the launch of the EHRC Inquiry on Racial Harassment in Higher Education, as well as a UCEA briefing note

Noted:

- i) that details of how staff and students could participate in the inquiry had been circulated via the Weekly Diary in December, with a reminder due to be published in the same communication this week.
- ii) that the closing date for both the staff and student survey was Friday 15th February 2019.
- iii) that the survey of HEIs on the subject had opened on Monday 10th December 2018 and would close on Friday 25th January 2019.

18/30 Well-Being Provision (Andy Allen, Organisational Development Manager in attendance)

Received: a report from the Organisational Development Manager on the proposal to review and refresh our well-being provision and offer to staff.

Noted:

- i) that the proposal provided for a substantially more detailed signposting function for the University's staff that was currently in place.
- ii) that amendments should be made to keep the information in respect of medical conditions brief on the University's site with further links through to the NHS website for the detail.
- iii) that it should be highlighted that the medical conditions highlighted did not constitute an exhaustive list.
- iv) that the pre-existing provision of subsidised gym membership via the local council should be added to the content.

- iv) that feedback should be gained from across the University in order to review whether other benefits were already available that needed further and better communication.
- v) that the GP surgery that was in operation on the University site should be communicated further. Also that the link to the 'finding a GP' NHS website should be published with the guidance.
- vi) that where necessary policy statements would be incorporated into the University's Equality and Diversity policy.
- vii) that final versions of content would be circulated once complete and the aim would be to launch the information on our website to coincide with the introduction of the University's new Employee Assistance Programme.
- viii) that information on the University's Mental Health First Aiders should be republished and placed on a prominent section of the portal.

AA

18/31 Reward and Recognition: Performance Related Pay (Andy Allen in attendance)

Received: a report from the Organisational Development Manager on the current arrangements for Contribution Related Pay and options for the future.

- Agreed:
- i) that the scheme needed to be amended in order that all staff felt they could directly contribute to the factors which determined whether or not a bonus was paid.
 - ii) that performance in the National Student Survey, as well as student recruitment targets, should be factored into the criteria for the bonus.
 - iii) that the potential bonus payment should be split into three separate elements; £50 becoming payable should NSS performance meet a designated criteria; a further £50 becoming payable should pre-published student recruitment targets be met; plus a further variable amount, expected to be in the region of £100, dependent upon the level of surplus achieved by the University in that financial year.
 - iv) that when publishing the key performance targets, examples of where indirect contributions could make a difference should be highlighted.

CEB/AA

18/32 Any Other Business

No items were noted.

18/33 Date of Next Meeting

The next meeting of the Staffing Committee will be held on Thursday 13th June at 13.30 in the Board Room.