

CONFIDENTIAL

HARPER ADAMS UNIVERSITY

Remuneration Committee

Minutes of a Meeting of the Remuneration Committee held on 20th May 2019 at 1.30 pm in M30

Present: Mr M Lewis Chairman (except for 18/05)
Mr S Vickers (Chair for 18/05)
Mr P Nixon

In attendance: Miss D Crowther (Secretary)
Dr D G Llewellyn (by invitation for 18/04 only)

Members were reminded to update their entry in the register of interests as appropriate

18/01 Terms of Reference

Noted: the updated membership was noted and considered appropriate.

Agreed: that the terms of reference approved by the Board in April 2018, with updates to membership, remained appropriate.

18/02 Minutes

Approved: the minutes of the Remuneration Committee held on 20th May 2018 (17/05 – 17/11)

18/03 Matters Arising

Received: i) a matters arising report from the Head of Human Resources. The contents were duly noted.

ii) a copy of the RSM Internal Audit on Governance Arrangements from September 2018. The contents were duly noted.

18/04 Annual Review of Senior Staff (Members of the Vice-Chancellor's Team)

The Vice-Chancellor was invited to join the Committee for this item

Received: an oral report from the Vice-Chancellor. All members of the Senior Management Team (SMT) had attended a meeting with the Vice-Chancellor in order to discuss performance over the past year and objective setting for the next. This was with the exception of the Director of Marketing and Communications as this position was currently vacant. The challenges that lie ahead for the University and for individuals were discussed. These include the management of large projects, the need to cut costs and continuing to foster a staff focus on delivery of high quality teaching and research. The outcome of discussions was that all members of the team had performed extremely well and demonstrated commitment to the institution.

an oral report that Governors were also extremely pleased with the performance of the Senior Management Team.

Agreed: that in line with the request from all members of the Senior Management Team, no consideration would be given to performance awards in 2019 due to financial constraints.

The cost of living increase, once agreed, would apply to all members of the Senior Management Team.

The Vice-Chancellor left the meeting at this point.

18/05 Annual Review of the Vice-Chancellor

The Vice-Chairman, Mr Vickers took the Chair during this item.

Received: an oral report from the Vice-Chairman on the performance of the Vice-Chancellor. It was reported that the Vice-Chancellor had performed excellently over the past year and continued to expertly juggle both strategic issues alongside operational detail, which was acknowledged as a rare skill. Challenges for the forthcoming year would include the successful launch of the JVS, maintaining student satisfaction, and closing the University's Gender Pay Gap.

Agreed: that in line with the request from the Vice-Chancellor, no consideration would be given to a performance award in 2019 due to financial constraints. The cost of living increase, once agreed, would apply.

18/06 Remuneration of Senior Staff

Received: i) a schedule of the current remuneration and benefits of each of the University's senior staff. The contents were duly noted.

Mr Nixon requested that clarification be sought on the rental value of the house provided to the Vice-Chancellor. **DC**

ii) information from the 2018 UCEA Survey of the Remuneration of Senior Staff, though it was noted that performance awards would not apply this year.

iii) information on expenses claimed by senior staff provided by the Finance Office. It was noted that there had been an increase in expenses claimed by the Director of Marketing and Communications from £10,951.36 in 2016/17 to £17,696.89 in 2017/18. It was requested that clarification be sought on why the increase had occurred. **DC**

iv) declaration of other earnings by senior staff. No issues were noted.

v) data on pay multiples for the Vice-Chancellor and a copy of the UCEA report "Pay Ratios in English Higher Education Institutions" published in February 2019.

A pay multiple range of 5.0 – 6.5 for the Vice-Chancellor's pay had been previously agreed. A larger than expected change in the ratio from 5.33 in 2016/17 to 6.51 in 2017/18 was noted. The rise was partly due to the fact that UCEA use pay data as at 1st November each year and in the case of 2016/17 the salary that had been utilised did not include the agreed uplift for that year, which was not implemented until January 2017.

In addition, it was noted that the institution has a high performing Vice-Chancellor and that there are aspirations to compete with pre-92 institutions.

Agreed: that the acceptable pay multiple range would be amended to 5.5 – 7.0.

- vi) a review of the payment to the Vice-Chancellor in lieu of pension contribution took place.

Agreed: that any cost of living increase, once negotiated, would apply to the payment in lieu. No further changes should apply to the amount.

- vii) a copy of the University's Gender Pay Gap Report published in 2019. It was noted that there had been a slight improvement in the gap from 27.7% mean in 2018 to 22.6% in 2019 and 37.4% median in 2018 to 33.7% in 2019. It was also noted that work continued to address the gap.

- viii) a copy of the OfS Report "Senior Staff Remuneration – Analysis of the 2017/18 Disclosures" published in February 2019. The contents were duly noted.

- ix) a copy of the UCEA Report "Senior Staff Remuneration including Heads of Institution Increases 2017/18" published in January 2019. The contents were duly noted.

18/07 Draft Template for the Report of the Remuneration Committee 2018

Received: a draft report of the Committee, drawing on the agreed template used in 2018 in light of the CUC HE Senior Staff Remuneration Code.

Agreed: that the decisions from the Committee would be populated into the report in preparation for submission to the Board of Governors.

Date of Next Meeting

Noted: that the date of the next meeting of the Committee is currently scheduled for Thursday 11th June 2020 at 8.30 am.