

HARPER ADAMS UNIVERSITY

Minutes of a Meeting of the Staffing Committee held on 26th February 2020 at 1.30 pm in M60, Main Building.

Present: Mr M Thomas - Chair
Mr P Nixon
Mr D Wong
Mrs A Haycox
Mr M Simcock
Dr D Llewellyn
Mrs C Snell (via telephone)

In attendance: Dr C Baxter
Miss D Crowther (Secretary)

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

19/18 Terms of Reference

Reviewed: the Terms of Reference were reviewed and it was confirmed that they accurately reflected the purpose and structure of the Committee. It was noted that membership had been updated to include Mr D Wong as a new member.

19/19 Minutes

Approved: the minutes of the meeting of the Committee held on 7th November 2019 (19/01 19/17).

19/20 Matters Arising

Received:

- ii) that the recruiting manager can now easily check progress with their request as it moves along the various stages of approval.
- iii) that a shorter approval process is now in place for recruitment requests which are cost neutral, which should shorten the time to fill vacancies in some cases.

19/28 Deletion of Spine Point 2

Received: a report providing an update on work to delete spine point 2 of the Single Pay Spine for HE Academic and Support Staff with effect from 1st April 2020.

Noted:

- i) that work was progressing to plan and that letters would be issued to all affected staff at grades 1, 2 and 3 well in time for the 1st April 2020.
- ii) that a meeting would be taking place this week to ensure systems and payroll changes were in hand.
- iii) that meetings had taken place with both UCU and SCG in respect of the changes, with no major issues having been raised.

19/29 Induction Effectiveness Survey

Received: Induction Effectiveness Survey from November 2019 February 2020.

Noted: that the response rate had been relatively low at 50%. Checks would be made to ensure that new staff, who do not necessarily utilise IT regularly in their role,