

HARPER ADAMS UNIVERSITY

Remuneration Committee

Minutes of a Meeting of the Remuneration Committee held on 18 June 2018 at 09.00 in the Haydock Room

Present: Mr M Lewis Chairman (except for 17/09)
Mr S Vickers (Chair for 17/09)
Mr M Thomas

In attendance:

17/07 Matters Arising

Received: i) a matters arising report from the Head of Human Resources;

ii) a mapping G R F X P E€ PG 31 G WE→WE 3335G Q 35G E• E• @33→UE t° S3O E

that while the suggestion of training might be worth considering, this might be kept under review rather than arranged immediately. In particular, members noted that the Internal Auditors would be UHYLHZLQJ WKH 8QLYHUVLW\¶V FRPSOLDQFH ZLWK Remuneration Code during October 2018 and as part of their work wished to interview members of the Committee. Members were content to be involved in the audit and suggested that should RSM identify any training needs for members, or the need for the Committee to draw on external independent advice, this could be DGGUHVVG LQ OLJKW RI LQWHUQDO DXGLWRUV¶ asked for precise dates for their discussions with members as soon as possible; DC/MJL

- iv) that the HE Senior Staff Remuneration Code was a more succinct, principles based, document when compared to the more detailed draft Remuneration Code. It was understood that this reflected the & 8 & ¶V ZLVK WR UHFRJQLVH WKDW WKHUH ZDV GLY and that the consultation had led to a decision that a principles based Code was more appropriate and would allow HEIs to meet the same outcomes/demonstrate how they met W WKH & RGH¶V SULQFLSOHV that best fitted their governance processes.
- v) that the suggested limitation for a term of office for the Chair of

any other benefits, including those in kind) compared to the total median pay of all staff based on FTE, but excluding employer pension contributions and any other benefits was 6.8. The CUC Chair advised in his letter of June 2018 that the average sector pay multiple was currently 6.4 and the highest quintile was 8.0;

- ix) that data provided later on the agenda in accordance with both the draft and final CUC remuneration codes also included a schedule of expenses claimed by all senior staff provided by the Finance Office for the year 2016/17 as that was the last complete year for which this data was available;
- x) that members were content to draw on the areas highlighted in the Code when considering the contribution and performance of senior staff to the delivery of strategic imperatives. Members were also content that these areas had been captured in the draft

performance of senior staff. If it was minded to make an award to an individual to recognise strong performance, the Committee was able to consider consolidation of a non-consolidated award made in a previous year, a one off non-consolidated award, or a consolidated permanent uplift of salary;

The Vice-Chancellor left the meeting at this point.

17/09 Annual Review of the Vice -

The University Secretary was invited to be present for this item

Received: a draft template which it was proposed would form the Report of the Remuneration Committee to the Board of Governors, once final decisions made by the Committee were included.

Noted:

- i) WKDW V X E M H F W W R W K H 2) 6 \$ F F R X Q W V ' L U H F W L R approval, the CUC HE Senior Staff Remuneration Code confirmed that an Annual Statement on Senior Staff Remuneration based on W K H 5 H S R U W P X V W E H S X E O L V K H G R Q W K H 8 Q L Y H
- ii) that members were content with the draft Remuneration Policy Statement with respect to external work and consideration of expenses, as noted earlier in the meeting;
- iii) that it would be helpful to check the Senior Staff Review Procedure document against the HE Senior Staff Remuneration Code as agreed earlier in the meeting; CEB
- iv) that members felt that the Senior Staff Review process involving both the Chair and Vice-Chair and an opportunity for all independent members to feed in their comments to the Chair was a strength of the arrangements at the University;
- vi) that members were content to adopt the CUC proposed template for the annual report from the Remuneration Committee to the Board, and to retain, as an annex, the form of report that had been provided to the Board in recent years as it provided further information on decision making that supplemented the CUC template. Members also noted that the CUC template for the briefer public report required an explanation of any significant changes compared to decision making, data, policy or similar published for the previous year;
- vii) that the Code suggested publishing up to five years pay multiple data. At the current time UCEA had provided data for two years;

Agreed: W R S U H V H Q W W K H & R P P L W W H H ¶ V U H S R U W W R W K H % R D including two years of pay multiple data as provided by UCEA (and a note to confirm that five years of UCEA data would be published once available) and to recommend that the public report be drawn up using the CUC guidance for published reports MJL

Date of Next Meeting

Noted: that a further meeting of the Committee would arranged for 17 January 2019 and thereafter the Committee would meet on 13 June 2019.