CONFIDENTIAL
HARPER ADAMS UNIVERSITY

Remuneration Committee

Minutes of a Meeting of the Remuneration Committee held on 22 June 2023 at 08.30 attended via Microsoft Teams.

Present: Mr P Nixon Chairman (except for 22/05)
Ms Y Hawkins (Chair for 22/05)
Dr T Watson

Apols: Mr D Wong

In attendance: Mrs K Baker (Secretary except for 22/04 (viii)
Prof K Sloan (by invifor 22/ 04only)
Mrs S Holloway

ii) the draft amended University Remuneration Policy Statement & Policy and Procedure Documents

Noted: i) that the terms of reference, Remuneration Policy Statement and Policy Procedure and Documents had been updated to update references to job titles and to amend the secretary to the Committee going forward.

Agreed: i) that the amended terms of reference should be adopted with some additional minor changes to wording for clarity.

22/02 Minutes

Approved: the minutes of the Remuneration Committee held on 06 July 2022 (21/01-21/09)

22/03 Matters Arising

Received: a report from the Deputy University Secretary.

Noted: that all items had been actioned. That more helpful feedback on senior staff performance would be available next year when staff survey has been rolled out and the strategy and associated KPIs framework is being monitored. That the Annual Effectiveness Review had been included on the agenda would be discussed at item 7.

22/04 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: i) written summaries of the agreed PDR outcomes for each member of the Vice-Chancellor's team

ii) an oral report from the Vice-Chancellor summarising the key points/outcomes relating to Senior Staff Performance during the 2022/23 financial year

iii) an oral report from the Chairman of the Board further to feedback from independent board members relating to the performance of senior staff including that of the Vice Chancellor (the VC departed the meeting for this aspect of the feedback);

Noted: i) that all members of the Senior Management Team (SMT) had attended and completed individual annual review meetings with the Vice Chancellor to discuss their performance over the past year, with the exception of the Chief Operating Officer and the Chief Global Impact Officer both of whom are new in post and still in their probationary period (and as such not being considered for a pay award in this round);

ii) that each member of the SMT including the new post holders had made particular contributions over and above business as usual in 2022/23;

iii) anM202busi a.2 (w)-2.,4u0 Tc 0 T-6.3 (/2)-1 Tc 0.0g AM9 ( )]TJ and as

s

vi) that feedback from the independent governors had been very supportive of the SMT and recognised the huge efforts involved in managing the institution through strategic change and the changes seen to the leadership of the University in 2022/23;

vii) that feedback from the Students Union on the performance of the SMT had been positive, with positive change and strong leadership on joint initiatives such as Respect and increased support for the work of the SU.

PVC Education and Students - £3,000 non-consolidated pay award

ii) that the appropriate salary range for the University Secretary role was £98-101,000

iii) that the acceptable pay multiple range for the Vice Chancellor pay should remain at 5.5 – 8.0;

22/07 Draft Report of the Committee and Annual Review Work of the Committee

Received: i) a draft Annual report on the work