

HARPER ADAMS UNIVERSITY
Remuneration Committee

A

- C Discretionary performance payment of 1% of salary
- D No discretionary payment (national salary award only)

A submission under category D (a single sentence indicating this and a signature) will be required if applicants do not wish to apply for a discretionary performance payment. This will ensure that all applicants have been given the chance to submit a case for a payment and that the University has a record of their decision. There is no contractual right to an increase in salary or to a performance payment.

will, however, determine in the case of discretionary performance payments:

- i)
(Permanent Award)
- ii) Whether a performance payment should be made as a one-off performance award in which case payment can be made as a lump-sum if requested by the applicant. Such circumstances might include, for example, temporary responsibilities that have been undertaken at an exceptional level of performance but are not expected to be part of the longer-term responsibilities of the post
- iii) Whether a performance payment paid in the previous year should be consolidated in the current application period (Consolidated performance award)

The usual approach of the Committee has been to take into account the known or likely national salary (cost of living) award and to then consider whether any discretionary increase above this figure is by independent members as a reserved business item normally considered annually at the Spring

Institutional Performance

than staff designated as senior staff roles.

The Remuneration Policy Statement contains further information on arrangements for senior staff to retain income from external bodies.

published in the Financial Regulations at:

<https://www.harper-adams.ac.uk/general/governance/publication-scheme.cfm>

The Finance Department provides details to the Remuneration Committee of the expenses claimed by each member of senior staff.

The Vice-

<https://www.harper-adams.ac.uk/general/governance/publication-scheme.cfm>

The total expenses claimed by all senior staff in 2018/19 (the last complete financial year for which data is available) was £16,203.63.

Effectiveness of Remuneration Committee:

The Board is invited each year to comment on its view of the effectiveness of the Remuneration Committee. The Board completed its review at its July 2020 meeting and concluded that the Committee's work continued to be effective.

The Committee also conducted a review of its effectiveness as part of its meeting held in June 2020 and concluded that the Committee continued to work effectively. It was subsequently agreed by the Chairman that the formal questionnaire used in 2019 as part of the four yearly Effectiveness Review would also be circulated for members to complete after the meeting to provide a further

Feedback from the questionnaires

processes and procedures work effectively and efficiently. Members asked to receive in future, a summary report on declarations made by senior staff with respect to any other earnings, and that the Head of HR retains the original signed declarations rather than circulating these to the Committee.