

Minutes of the twelfth meeting

Office for Legal Complaints (OLC) Remuneration & Nomination Committee

Monday 22 November 2010 12.30pm – 1.15pm

Meeting undertaken by conference call

Present:

Rosemary Carter (Chair)
Tony Foster (Member)
Margaret Doyle (Member)

In attendance:

Liz Shepherd – Director of Operations
Adam Sampson – Chief Ombudsman
Lesley Hancock – Head of HR

Committee Secretary

Andy Taylor

Preliminary issues:

The quorum requirements for the meeting were met.

Item 1 – Welcome, apologies and declarations of conflict of interest

1. The Chair welcomed those in attendance.
2. There were no apologies received.
3. There were no declarations of conflict of interest.

Item 2 – Capability procedure

4. Members received a revised version of the capability procedure and approved the document subject to a number of further minor amendments being incorporated and the document being reviewed to ensure consistency of tone by External Affairs. Following completion of the above, the Committee Secretary shall advise members and make arrangements to formally publish the procedure.

ACTION:

- HR to amend the capability procedure as requested and upon completion, forward a copy to External Affairs for review.

- The Committee Secretary to receive a final version of the capability procedure and to arrange for publication, updating members accordingly.

Item 3 – Disciplinary policy

5. Members received a revised version of the disciplinary policy and approved the document subject to a number of further minor amendments being incorporated and the document being reviewed to ensure consistency of tone by External Affairs. Following completion of the above, the Committee Secretary shall advise members and make arrangements to formally publish the policy.

ACTION:

- HR to amend the disciplinary policy as requested and upon completion, forward a copy to External Affairs for review.
- The Committee Secretary to receive a final version of the disciplinary policy and to arrange for publication, updating members accordingly.

Item 4 – Attendance management procedure

6. Members received a revised version of the attendance management procedure and approved the document subject to a number of further minor amendments being incorporated and the document being reviewed to ensure consistency of tone by External Affairs. Following completion of the above, the Committee Secretary shall advise members and make arrangements to formally publish the procedure.

ACTION:

- HR to amend the attendance management procedure as requested and upon completion, forward a copy to External Affairs for review.
- The Committee Secretary to receive a final version of the attendance management procedure and to arrange for publication, updating members accordingly.

Item 5 – Sickness absence procedure

7. Members received a revised version of the sickness absence procedure and approved the document subject to a number of further minor amendments being incorporated and the document being reviewed to ensure consistency of tone by External Affairs. Following completion of the above, the Committee Secretary shall advise members and make arrangements to formally publish the procedure.

ACTION:

- HR to amend the sickness absence procedure as requested and upon completion, forward a copy to External Affairs for review.
- The Committee Secretary to receive a final version of the sickness absence procedure and to arrange for publication, updating members accordingly.

Item 6 – Pay policy

8. Members received a revised version of the pay policy and approved the document subject to a number of further minor amendments being incorporated and the document being reviewed to ensure consistency of tone by External Affairs. Following completion of the above, the Committee Secretary shall advise members and make arrangements to formally publish the policy.

ACTION:

- HR to amend the pay policy as requested and upon completion, forward a copy to External Affairs for review.
- The Committee Secretary to receive a final version of the pay policy and to arrange for publication, updating members accordingly.

Item 7 – Employee handbook

9. Members received an updated version of the proposed employee handbook. Further amendments were requested by members.
10. Members discussed a number of circumstances where special leave may be requested, for example; jury service, public duties and reservist training. The Chair agreed to raise this at the next OLC meeting for wider discussion.
11. It was agreed that once the requested amendments had been included within the document, the updated draft version may be published along with a suitable note confirming that it was a draft document and may be subject to change. A final version of the employee handbook will be communicated to Members once all HR policies have been approved.

ACTION:

- HR to amend the draft employee handbook as requested and upon completion, forward a copy to External Affairs for review.
- The Committee Secretary to receive an updated version of the staff handbook and to arrange for publication with a suitable annotation advising staff that it is still in a draft format and subject to later change.

- HR to provide members with a final draft version of the employee handbook once all HR policies have been approved.
- Committee Chair to discuss special leave with OLC members at the meeting on 13 December 2010.
- HR to provide a timetable outlining the schedule of remaining policies as soon as possible.

Item 8 – next meeting

- 12.** The Committee Chair and Secretary will publish the proposed schedule of 2011 RemCo meetings as soon as possible.

ACTION:

- The Committee Chair to discuss proposed dates for 2011 RemCo meetings with the secretary and to publish to members.

Andy Taylor
Committee Secretary
Date: 23/11/2010