

Minutes of the third meeting

Office for Legal Complaints (OLC) Remuneration & Nomination Committee

Monday 25 January 2010

10.00am – 12.30pm

Victoria House, Southampton Row, London, WC1B 4AB

Present:

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

In attendance:

Adam Sampson – Chief Ombudsman
Liz Shepherd – Programme Director

Observing other attendees/guests
None

Board Secretary:

Lesley Hancock

Preliminary issues:

The quorum requirements for the meeting were met.

Item 1 – Welcome and apologies

1. No apologies were received.

Item 2 – Minutes of previous meeting

2. There were no minutes of the meeting of 21/12/09 to approve.

Item 3 – Matters arising & action points

3. As there were no minutes the meeting noted that there were no matters arising and no outstanding action points from previous minutes.

Item 4 - Chair's update

4. The Chair outlined the meetings attended by the Chair and/or other key members since the last meeting most notably the pension visits.
5. The Chair reported that Towers Watson are still working on the Job Evaluation data and will report back on 12 February 2010.

Item 5 – Review of benefits and agreed implementation date (Remuneration supplement, pensions update, season ticket loan)

6. Remuneration supplement in principal agreed at two amounts for Exec and Ombudsman and for others in B and A. Rosemary to speak to Chris Charman to understand rationale for amounts.
7. Pensions – Standard Life preferred supplier, however to clarify if a reduction in admin cost could be negotiated. Pensions to be in place by February payroll.
8. Season Ticket Loans – Document received from LSB which was not tight enough in its application and financial controls, further work required before implementation.

Item 6 – Draft Contracts of Employment (Senior, Employee and Fixed Term)

9. Executive and Band A contracts raised areas of concern in both presentation and content of clauses. Further work required.

ACTIONS

- Lesley to arrange meeting with Tribal to give feedback.

Item 7 – Policies and procedures – what should we have and which do the committee want to review

10. Draft list of policies issued to committee for review, in principal all agreed.

ACTIONS

- Lesley to write a draft policy to agree format and policy.

Item 8 - Meetings timetables

11. A proposed schedule of future meetings was agreed to bring formality back into the meetings, however, it was noted that there may still need to be adhoc meetings if issues required a decision.

Item 9 – Future agendas and any other business

12. Members noted that the next Board meeting would be held on 12/02/10 commencing at 10.00am at Victoria House in London and 08/03/10 at 10.00am at Victoria House in London.

Lesley Hancock
Secretary
Date 09/02/10