

## **Minutes of the ninth meeting**

**Office for Legal Complaints (OLC) Remuneration & Nomination Committee**

**Tuesday 6 July 2010 11.30am – 1.00pm**

**Meeting conducted by conference call**

### **Present:**

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

### **In attendance:**

Liz Shepherd – Director of Operations

### **Apologies**

Adam Sampson – Chief Ombudsman  
Lesley Hancock – Head of HR

### **Board Secretary**

Sarah Pickering

### **Preliminary issues:**

The quorum requirements for the meeting were met.

### **Item 1 – Welcome and apologies**

1. Apologies from Adam Sampson and Lesley Hancock were received.

### **Item 2 – Minutes of previous meeting**

2. The minutes of the meeting of 14 June were reviewed. The Chair to send the committee secretary proposed wording for the amendment to the minutes of 13 May. The rest of the minutes were approved.

### **ACTION:**

- Chair to send committee secretary revised wording.

### **Item 3 – Matters arising & action points**

3. The actions and matters arising were reviewed.
4. The Director of Operations stated that the Chief Executive's salary had been published in this year's Annual Report. The Committee agreed that it is important to have transparency and the Chair confirmed that next year we will be expected to fall in line with other NDPBs and the practice of our sponsor department and publish the salaries of the Executive Team.
5. A member of the committee asked about the performance of Tribal which the committee secretary was able to confirm we were still happy with.
6. The Chair requested that any attachments be presented in a format which would be printable by the committee members

#### **ACTION:**

- The Director of Operations and Committee Secretary to ensure that all future documents be in a printable format.

### **Item 4 – Recruitment Update**

7. The Director of Operations updated the Committee on the current recruitment status.
8. The Chair requested that the information be presented in a clearer format and that the Committee receive more regular updates.
9. Clarification was sought about the 3 people highlighted as having been offered the Online Design Assistant role (as only 2 are listed as having been appointed).
10. The Committee requested a more detailed Diversity report detailing statistics from Application to short listing to Appointment together with commentary about benchmarking against similar campaigns in the Birmingham area.

#### **ACTIONS:**

- The Director of Operations to review format of information and to present regularly
- The committee secretary to clarify the situation re the Online Design Assistant
- The committee secretary to ask Tribal to prepare a revised diversity report

### **Item 5 – Training Update**

11. The Director of Operations gave an overview of the current status of the training programme.
12. A member of the committee asked if Board members would be able to participate / attend on particular sessions. The Director of Operations said it would be useful for the organisation if they could participate in the 1<sup>st</sup> week when the induction sessions would be run. They may also want to attend later sessions. The training schedule to be distributed when completed and committee members to nominate themselves for particular dates.
13. The committee asked to be sighted in the content of the training

#### **ACTION**

- Committee secretary to distribute copies of the training schedule when completed
- Committee members to nominate themselves to attend training courses
- Committee secretary to distribute examples of the training content when available.

### **Item 6 – Timings of Pay Awards**

14. The Director of Operations gave an update on the timings of pay awards. As previously discussed at the committee pay awards, if any, will be made in April. The staff in Operations will conclude their probation at six months and under the step progression model will be eligible for a review. Subsequent reviews will take place at yearly intervals. For staff recruited in the run up to go-live this probation review will coincide with the April pay award.

### **Item 7 – Any other business**

15. There was no other business.

### **Item 8 – next meeting**

16. The next meeting will be held on 14 October 2010 in London

Sarah Pickering  
Committee Secretary  
Date: 06/07/10