

Minutes of the eleventh meeting

Office for Legal Complaints (OLC) Remuneration & Nomination Committee

Monday 15 November 2010 3.00pm – 4.00pm

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 conflicts of interest

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

Item 2 – Minutes of the previous meeting

4. The minutes of the meeting held on 14 October 2010 were approved for presentation at the next OLC meeting on 13 December 2010.

Item 3 – Matters arising & action points

5. Members noted those items where action had been completed and that others were included as agenda items.

Item 4 - Chair's update

6. There were no items to report since the last meeting.

Item 5 – Equality, diversity and accessibility

7. Members received an extensive report collated by Tribal that outlined equality and diversity data and analysis relating to the three main stages of the recent recruitment process, i.e. application, short listing and appointment. Members noted the report, questions were invited and Members were advised that:
 - Data relating to the Birmingham area had been used as a comparator since a higher proportion of staff recruited into the operations team were from this location or within close proximity to the surrounding area.
 - Comparator data had been extracted from the 2001 census and more up to date information had been obtained from the office of National Statistics.
 - Approximately 40 – 50 percent of candidates had not disclosed equal opportunities data; however, this was not unrepresentative of other organisations within the local area.
 - The report identified an over representation of staff in the 25 – 34 age group compared with an under-representation in the 16 – 24 and 45+ age groups. In terms of ethnicity, the report identified an under-representation from the Black community and the sample size was in respect of the Chinese community was considered too small to be of statistical significance.
8. Both Members and the Executive agreed that the report had provided essential information in respect of equality and diversity across the organisation. It was agreed that HR would put forward a plan to address the issues identified by the report. The Committee discussed the extent to which the positioning of the Legal Ombudsman as a start up may have influenced the age profile of applicants, and asked the Executive to review this and comment.
9. Members received an additional paper outlining the organisational screening and equality and diversity impact assessment process for information.

ACTION:

- HR to put forward a plan to address the specific gaps and issues identified in the recruitment process.
- Executive to discuss the possible impact that the culture promoted to candidates may have had and make appropriate recommendations to RemCo at a later stage.

Item 6 – Review of RemCo terms of reference

10. Members received and approved a revised version of the committee terms of reference. The Chair advised Members that future meeting dates would be cascaded as soon as possible.

ACTION:

- The Chair to liaise with the committee secretary in respect of future meeting dates and the secretary to issue and confirm these with Members as soon as possible.
- The Committee Secretary to present the revised committee terms of reference to the OLC meeting on 13 December 2010.

Item 7 – Future agendas and any other business

11. Members noted that future agendas would follow the timetable outlined in the revised terms of reference.

Item 8 – Next meeting

12. The next meeting will be held on 22 November 2010 via conference call

Andy Taylor
Committee Secretary
Date: 22/11/2010