Council meeting 14 April 2011 04.11/C/10

Appointments Committee annual report

Purpose
To note the Appointments Committee annual report

Action required
The Council is asked to note the Appointments Committee annual report at Appendix 1.

Elizabeth Filkin
Chairman Appointments Committee
9 March 2011
Appendix 1

Annual Report from Statutory Committees Appointments Committee

The new rules for the composition of the GPhC Statutory Committees (Statutory Committees and their Advisers Rules 2010) created eleven additional positions. For the Fitness to Practice Committee (FtP) two deputy chairs, one lay and five registrant members. For the Investigating Committee (IC) one deputy chair and for the Appeals Committee (AC) one deputy chair and one registrant member.

The 2010 Rules also changed the definition of ‘lay member’. This barred three FtP lay members, two FtP reserve lay members and the chair of Investigating Committee from membership of the new committees because they were, or they had been, professionally registered with another health or social care regulatory body. The Council tasked the Appointments Committee with appointing to these positions. Drawing on the previously appointed and trained reserve members the Appointments Committee was able to appoint to the FtP committee two lay members and four registrant members.

Following these appointments this left two lay member positions and one registrant position to fill in the FtP committee and two deputy chairs and the four vacant positions for the Investigating and Appeals Committees. A total of nine positions. I was advised by the Secretariat team, which had assessed the expected workload, that we needed a pool of reserves to ensure that leavers could quickly be replaced by trained people and costs of subsequent recruitment kept to a minimum (reserve members are also often co-opted to sit on hearings when full members are not available). To keep the reserve pools at full strength we needed to recruit four lay members and four registrant members for FtP, and one lay member and two registrant members (one pharmacist and one pharmacist technician) for the Appeals committee. A total of eleven reserve positions.

The Appointments Committee appointed candidates to these positions but after the recruitment process one newly appointed lay member and one existing lay member of the FtP committee resigned. The Appointments Committee appointed two of the new reserves to these positions and filled those vacancies with other candidates who were scored as appointable during the appointments process. The reserve pool has therefore remained able to fill posts following resignations of members without the need for a new recruitment exercise.

The Recruitment Process
The recruitment advertisement was published from 1 September 2010 in the Guardian (and online), The Times, the Western Main/Wales on Sunday, The Scotsman, the Western Eye, the PJ and on the Disability Now and Public Appointments websites.
The closing date for applications was the 17 September. We received 640 requests for application packs and 219 applications (82 lay member, 34 registrant and 103 deputy chair). Of the 103 deputy chair applicants the majority also applied for lay member posts. 55 of the deputy chair applicants were legally qualified 48 were not (both were eligible under the new rules).

The advertisement for chair of the Investigating Committee was published at the end of October 2010 in the Guardian online and the Law Society Gazette. We received 62 requests for packs and 12 applications.

Applications were initially screened using a template to identify those individuals whose skills and experience best matched those required, based on the competency framework for Statutory Committee members. I then screened this long list of applications identifying those who should be invited to interview.

From the 28 September to 24 November 2010 the Appointments Committee held 8 full days of interviews plus 2 separate mornings.

The selection process for the chair and deputy chair positions involved a case study exercise in addition to the interview. After reading and preparation time, prior to the interview, candidates were asked questions relating to the case by a legal adviser. The legal adviser’s advice on a candidate’s legal performance was used in the selection process.

**Diversity Monitoring Information**
Candidates were asked to complete and return a diversity monitoring form with their application.

Of the 103 deputy chair applicants 62% returned a monitoring form. Their ages ranged from 28 to 74 (1.6% under 30, 6.3% 31-40, 21.9% 41-50, 50% 51-60, 17.2% 61-70 and 3.1% over 70). 62.5% of the deputy chair applicants were male and 75% White British, 7.8% were White Other and 17.2% African, Chinese, Pakistani, Indian, Caribbean, Bangladeshi and Mixed.

76% of the lay member applicants returned diversity monitoring forms. Their ages ranged from 38 to 71 (3.2% 31-40, 19.3% 41-50, 51.6% 51-60, 24.2% 61-70 and 1.6% over 70). 50% of these applicants were male and 82.3% were White British, 4.8% White Other and 12.9% African, Chinese, Pakistani, Indian, Caribbean and Black Other. 74% of the registrant applicants returned diversity monitoring forms. Their ages ranged from 27 to 65 (12% under 30, 8% 31-40, 44% 41-50, 28% 51-60 and 8% 61-70 years). 64% were male and 80% White British, 4% White Other and 16% Chinese, Pakistani and Indian.
Of the 12 IC Chair applicants 9 returned diversity monitoring forms. 3 applicants were aged between 31-40 years, 5 between 51-60 years and 1 applicant over 60. 55.6% were female and 55.6% were White British, 22.2% White Other and 22.2% Caribbean and Mixed.

18 of the 20 candidates appointed to the statutory committees during this process, returned diversity monitoring forms. 16 are White British, 1 is Pakistani and 1 Chinese. 78% are male. Their ages range from 30 to 65 years with 55.6% between 51-60.

Five applicants indicated they have a disability (two a hearing, speech or visual impairment, one a disability of the hands and face, one a coordination, mobility or dexterity impairment and one mild Asperger’s syndrome and asthma). None of those appointed indicated they have a disability.

The information gathered from the diversity monitoring forms will be used to inform the GPhC’s equality and diversity strategy and best advertising practice to attract applicants from diverse backgrounds.

**Time commitment for FtP Members**

It was emphasised when planning the recruitment that we needed members who were available between 5-10 days a month to provide the capacity to schedule more hearings. The role specification said that the FtP committee will sit for up to 20 days a month and that members must be available for 5-10 days a month. Availability of candidates was checked in the selection process.

**Training new Committee Members**

Initial training has been provided for new members. The new FtP committee members attended one of two training days in December 2010 and January 2011. We scheduled training for the new Investigating Committee chair and deputy chair in December 2010 but it was cancelled due to the weather and it took place instead on the 31 January. New Appeals Committee members were trained on the 21 December with some of the existing members. A second day was held on 29 March 2011.

**Appraisal training**

As part of their roles the chairs and deputy chairs of the committees are responsible for appraising up to four of their respective members annually. I am responsible for appraising the Appointments Committee members, the chairs and deputy chairs. With contributions from Council’s Task and Finish Group the feedback and performance appraisal process has been developed over the past few months to enhance the depth and quality of information gathered and recorded throughout the year. Training in this new process and in good performance appraisal practice is taking place during March and April 2011 for all Chairs and Deputy Chairs. I attended the first appraisal training day.
Although it will take a number of months for enough data to be gathered before the new system can be implemented fully, appraisals are already being scheduled for those where appraisals are due.

Elizabeth Filkin
Chairman. Statutory Committees: Appointments Committee.
9 March 2011