Public business

Council Appointments 2014

Purpose
To update the Council on the progress made in relation to the 2014 Council appointments process. A further verbal update will be provided at the Council meeting.

Recommendations

The Council is asked to note the progress made in relation to the 2014 Council appointments process.

1.0 Introduction

1.1 In February 2013 the Council agreed that a working group be established to oversee the 2014 Council appointments process. The Council agreed a remit for the working group which is attached at appendix 1.

1.2 The working group comprises Judy Worthington, Celia Davies and Lesley Morgan. The group is being supported by the Head of Governance, the Council Secretary and the Governance Administrator. Further support is also being provided as necessary by the Head of Organisational Development and a HR advisor.

1.3 The working group has met three times and will be meeting once more in early April. GatenbySanderson joined a meeting of the working group to discuss the process and various options available and to determine the role that GatenbySanderson will have in supporting the process.

2.0 Key points
2.1 As set out in the remit (appendix 1) the working group reviewed feedback from a range of sources, this included candidates who were successful, candidates who were unsuccessful, council members, the selection panel involved in the previous round, GatenbySanderson and the governance team.

2.2 The working group are on track to submit the required advance notice to appoint documentation to the Professional Standards Authority (PSA) at the beginning of April. It is the intention that the process will be approved by the PSA in May and that advertising for both the Chair and Council Member positions will begin in June 2013.

2.3 A verbal update will be provided to Council on 11 April following the final meeting of the working group.

3.0 Equality and diversity implications

3.1 An equality impact assessment has been completed and the Equality, Diversity and Inclusion manager will review all documentation.

3.2 The working group also reviewed the process and identified methods of reaching potential candidates from a wide range of backgrounds.

4.0 Communications implications

4.1 A communications and advertising schedule has been established.

5.0 Resource implications

5.1 The cost of the appointments process has been included in the relevant budget.

6.0 Risk implications

6.1 A risk register has been established and will be maintained throughout the process.

Recommendations

The Council is asked to note the progress made in relation to the 2014 Council appointments process.
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Appendix 1

Remit of the Appointments process 2014 working group

The working group will be responsible for agreeing the process for the 2014 appointments process up to the stage at which the PSA approve the Advance Notice to appoint.

This will include:

1. Planning and agreeing the process (using as a starting point page 4 of the PSA good practice guidance)
   - Finalising the timescales outlining key milestones
   - Reviewing and agreeing the role description, person specification and selection criteria, with external input as appropriate (including consideration of comments received from Council Members and undertaking a review of the skills set)
   - Identifying appropriate methods to attract a diverse field of suitable applicants
   - Deciding on the most appropriate application format, reviewing previous application forms to ensure they are still relevant
   - Arranging the provision of applications forms and / or information in alternative formats e.g. Braille, audio, large print etc.
   - Establishing selection methods and how applicants will be managed through the process, including sifting, shortlisting, any additional assessment and how candidates will be told about of the progress and outcome of their application.
   - Deciding on the composition of the selection panel(s), including a credible independent perspective
   - Establishing interview/assessment arrangements, including how reasonable adjustments and accessibility requirements will be met
   - Deciding on the due diligence checks to be taken and at what stage of the process these will inform selection decisions
   - Assessing risks associated with the appointment and how they can be managed effectively
   - Ensuring that data is handled sensitively, confidentially and in line with Data Protection principles
   - Considering and agreeing procedures to manage:
     - Candidate queries and requests for feedback or justification
     - Late applications
     - Conflicts of interest
     - Applicants who are unable to attend arranged interview dates
     - Any internal changes, such as illness or changes to panel members or interview/assessment arrangements.

2. Considering feedback and any learning points arising out of the 2013 campaign;

3. Agreeing the role of the recruitment agency supporting the process, and,

4. Any other actions necessary to reach the point at which the PSA approve the Advance Notice to appoint.