



MINUTES OF THE BOARD MEETING

Board Conference Call 25 May 2012

Present:

Name	Details	Initials
Pat McGrath	Chairperson	PMcG
Philip Caffrey	Board Member	PC
Sam McConkey	Board Member	SMcC
Cillian Twomey	Board Member	CT
Grainne Tuke	Board Member	GT

In Attendance:

Tracey Cooper	Chief Executive Officer	TC
Jane Grimson	Deputy Chief Executive	JG
Susan Montgomery	Head of Human Resources	SM

1. Quorum

It was noted that a quorum was present and the Board meeting was duly convened. TC clarified that this was a single issue Board meeting to update on and discuss the recruitment process and outcome for the Directors of Regulation and Safety and Quality Improvement.

2. Conflict of interest

No conflicts of interests were declared.

3. Update on the process for the Director of Regulation

TC gave an update on the background to the recruitment process for this position and membership of the interview panel. As Chair of the panel, PC updated the Board on the background to each of the shortlisted candidates, the scoring of the candidates and the preferred candidate. PC also presented background to the second ranked appointable candidate and both candidates were put forward to the Board for approval on the recommendation of the interview panel.

A Board discussion in relation to the candidates took place and SM answered questions regarding the next steps in the process. The Board approved the proposal of the interview panel to approach the preferred candidate with a job offer and, subject to satisfactory references, medical and Garda clearance, commence negotiations to appoint the preferred candidate. The Board also approved that, if for any reason the appointment process with the preferred candidate broke down, then the second appointable candidate would be approached to progress an appointment process.

4. Update on the process for the Director of Safety and Quality Improvement

TC gave an update on the background to the recruitment process for this position and membership of the interview panel. As Chair of the panel, CT updated the Board on the background to each of the shortlisted candidates, the scoring for the candidates and the preferred candidate who CT put forward to the Board for approval on the recommendation of the interview panel.

A Board discussion in relation to the candidates took place and SM answered questions regarding the next steps in the process. SM outlined that an applicant who had not been shortlisted had appealed the shortlisting process and, in accordance with the CPSA recruitment licence, a review would be undertaken in the coming days to consider the results of the shortlisting for that individual.

Subject to, and following the above review, the Board approved the proposal of the interview panel to approach the preferred candidate with a job offer and, subject to satisfactory references, medical and Garda clearance, commence negotiations to appoint the preferred candidate.

5. AOB

There was no other business.

Signed:



Pat McGrath
Chairperson



Kathleen Lombard
Board Secretary