

Council, 23 September 2015

Secretariat report

Executive summary and recommendations

Introduction

The report provides an update about the activities of the Secretariat Department.

Decision

The Council is requested to discuss the report.

Background information

None

Resource implications

None

Financial implications

None

Appendices

None

Date of paper

9 September 2015

Secretariat Department – Council meeting, 23 September 2015

The following provides an update about some of the work of the Department.

Appointments – Council members

The process to recruit one registrant member of the Council commenced at the end of July. The vacancies were advertised in a variety of national and professional media. The closing date for applications is 21 September 2015 and interviews will take place between 19 and 21 October 2015, with the appointment expected to be made from 1 January 2016.

Freedom of Information and Data protection

In recent months we have received the following numbers of FOI / DPA requests.

June	48
July	40
August	40

Meetings attended by members of the Secretariat Team

17 September - Health Regulators Information Security Special Interest Group

Training attended by members of the Secretariat Team

On 7 October 2015, Giba Begum, Team Administrator will embark upon her a Level 3 Foundation Certificate in Human Resources Practice