

Council, 6 February 2014

Secretariat Report

Executive summary and recommendations

**Introduction**

The report sets out the main activities of the Secretariat Department since the last meeting of Council. It includes statistical information and highlights key work undertaken.

**Decision**

The Council is requested to discuss the report.

**Background information**

None

**Resource implications**

The resources for the Department are set out in the annual workplan and budget 2013-14.

**Financial implications**

None

**Appendices**

Secretariat Report

## **Secretariat Department – Council meeting, 6 February 2014**

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

### **Recruitment of independent member to the Audit Committee**

At its meeting in September 2013, the Council agreed that the Audit Committee from January 2014 would consist of 3 members, one of whom would be an independent member with financial experience.

The Executive is preparing for the process to recruit and appoint this member. A paper will be brought to the Council at its meeting in March 2014 to seek approval with the appointment process commencing afterwards.

### **Freedom of Information and Data protection**

The Department is responsible for managing requests for information under Freedom of Information and Data Protection legislation, including managing our relationship with the Information Commissioner.

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

September: 33  
October: 43  
November: 49  
December: 31

Most requests relate to statistics about registrations or information on specific fitness to practise cases.

### **Department resourcing**

The Department consists of the following employees: Director of Council and Committee Services (currently on maternity leave); Secretary to Committees; Secretariat Team Administrator; Executive Assistant to the Chief Executive and Chair; and the Service and Complaints Manager.

The Secretary to Committees has taken on responsibility for various aspects of the Director's role during her maternity leave, including the running of the Council. The Department is being overseen by the Director of Policy and Standards.