

Minutes of the Extraordinary meeting of the Higher Education and Training Awards Council (thirty-ninth meeting) which took place on Monday, 7 January 2008 in HETAC Offices, 26/27 Denzille Lane, at 11:00 a.m.

PRESENT:

Chairperson:	Professor Séamus Smyth
Secretary:	Tadhg Ó hÉalaithe
Members:	Mr. Michael Carmody Ms. Margaret Duignan Mr. Diarmuid Hegarty Mr. Hamid Khodabakhshi Ms. Mary McGlynn Mr. Paddy Murray Ms. Marion Palmer

IN ATTENDANCE: Ms. Caitríona Lawless

APOLOGIES: Chief Executive:

Séamus Puirseál
Dr. Barbara Brittingham
Ms. Marion Coy
Dr. Finola Doyle-O'Neill
Mr. Stan McHugh
Dr. Diarmuid O'Callaghan
Mr. Norman Sharp OBE

The Chairperson EXPRESSED sympathy on behalf of the Council to Dr. Pádraig MacDiarmada, former Director of the NCEA on the recent death of his wife, Marcella, and REQUESTED the Secretary to the Council to write to Dr. MacDiarmada on Council's behalf.

Council NOTED that the Minutes from the thirty-eighth Meeting of Council would be dealt with together with the Minutes of the thirty-ninth Meeting at the next scheduled Meeting of Council on Monday, 4 February 2008.

1. Recruitment Process and Timetable for Chief Executive Post

Council NOTED the documentation on the tender process for Recruitment Consultants tabled at the Meeting as C/A39/1.1. Council also NOTED that the current Chief Executive would retire on 31 August 2008 but that his taking up of an agreed holiday entitlement would mean an effective departure from office by the latter part of June. It was AGREED that, should circumstances so require, a temporary appointment to head up the organisation would be made pending the filling of the post by the incoming Chief Executive.

Council NOTED that tenders had been invited from 3 Recruitment Consultants and the relevant submissions had been considered and rated as set out in Appendix 1 and 2 of the document tabled. Council NOTED that a Council Member declared an interest regarding previous contact with one of the 3 companies involved. Council AGREED with the recommendation to commission PE Executive Search and Selection Ltd. to manage the recruitment process on the basis of the tenders received. Council NOTED that the Chairperson would arrange to meet with PE Executive Search and Selection Ltd. to discuss the recruitment process.

Council AGREED the proposal that a Select Committee of Council be established under the Chair of the Council's Chairperson and including two other Council Members and a person with senior expertise of the Public/Private Sector (retired CEO of a State or other Public Company/Body, retired Secretary General of a Government Department etc.) and AUTHORISED the Chairperson to select those members taking account of the make up of the HETAC sector, gender balance etc. Council NOTED that the Select Committee would in due course form the Selection Interview Board and NOTED the Selection Interview Board would make a recommendation on foot of the interview process and Council would appoint the recommended candidate to the post. Council NOTED that the Selection Board would if possible be appointed prior to the publication of the job advertisement.

Council NOTED that the appointment of a candidate to the post by Council would require the consent of the Minister for Education and Science and be subject to terms and conditions (including terms and conditions relating to remuneration, fees, allowances and expenses) determined by the Council with the consent of the Minister for Education and Science and the Minister for Finance.

Council NOTED that Tadhg Ó hÉalaithe, Secretary to the Council will act as Secretary to the process/Selection Board but would not be in attendance at or take part in the interviews.

Council also NOTED that the Chairperson would brief the current Chief Executive on developments in the process as a matter of courtesy.

The next meeting of Council will take place in the Boardroom of HETAC Offices, 26/27 Denzille Lane, Dublin 2 on Monday, 4 February 2008 at 11:00 a.m. (10:30 a.m.)

THIS CONCLUDED THE BUSINESS OF THE MEETING.

Chairperson: _____

Date: _____