

MINUTES

Date of Meeting	23/12/2019	Ref	19/07/MO'D
Meeting	IBTS Board		
Present	John Malone		
In attendance	Mirenda O'Donovan, Secretary to the Board		
By Audio-link	Linda Hickey, Chairperson; Brian O'Mahony; Deirdre Cullivan; Dr Satu Pastila; David Gray; Deirdre-Ann Barr		
Apologies	Yvonne Traynor; Dr Sarah Doyle; Dr Ronan Desmond; Dr Liz Kenny		
#	Item	Notes/Action	
1.0	Appointment of the Chief Executive		
1.1	The Secretary to the Board confirmed that a quorum was present.		
1.2	<p>The Chairperson welcomed everyone and thanked them for their time today. The meeting was called to ratify the recommendation of the interview panel by the Board. She thanked for her work on the interview process from the start and for her participation on the interview panel for the shortlisted candidates. The Chairperson went through the process that had been put in place with the assistance of the external executive recruitment agency. Eighteen candidates were screened by the agency by interview and this was shortlisted to 5 names for the interview panel. Three candidates were successful to second round interviews. The Chairperson confirmed the composition of the interview panel for the final 3 candidates. Each candidate was requested to make a presentation on strategy. The interview panel made a unanimous decision in favour of the candidate recommended. The Chairperson confirmed that the preferred candidates' CV had been circulated to the Board in advance of this meeting and opened the discussion to the Board on the interview panel's recommendation. The Board discussed the interview panel's recommendation. The Chairperson confirmed that the candidates' references were checked last week and outlined the next steps required in the event of the Board approving the recommendation. The Chairperson added that the candidate will not be informing her current employer until after Christmas. The contract has to go to DoH and DPER for approval. The Chairperson proposed the appointment subject to the outcome of the pre-employment medical and this was seconded. The Board approved the appointment of the preferred candidate to the role of CE of the IBTS. It was confirmed that the candidate has a 3 month notice period in her existing role. The Chairperson said that she would prepare a communication for internal consumption, once all the steps had been completed. She further advised the Board that she would be away from 2nd January and that she had asked D Cullivan to deputise for her, in her absence.</p> <p>The Chairperson thanked everyone for their time and wished them a happy and peaceful Christmas.</p>		

Signed: _____

Date: _____