

Council - 4 July 2013

Secretary to Council

Executive summary and recommendations

**Introduction**

At the Council meeting in February 2009, the Council consented to the appointment by the Registrar of Louise Hart as the Secretary of the Council and agreed that Louise Hart should assume the responsibilities of the Secretary with immediate effect.

Louise will be going on maternity leave in September and so, in accordance with Standing Order No 21, it is necessary to appoint someone to act as Secretary to Council in her absence. Council's approval is therefore sought to appoint Claire Gascoigne to act as Secretary to Council.

It should be noted that this is for the purposes of the Council meetings only. Whilst Claire will be assuming some of the other responsibilities of the post, she will not be acting up into the post in its entirety.

**Decision**

In accordance with Standing Order No 21, the Council is asked to agree to the appointment by the Registrar of Claire Gascoigne as the Secretary to Council, starting on 16 September 2013 for one year.

**Background information**

Paper to Council February 2009.

**Resource implications**

None

**Financial implications**

**Appendices**

None

**Date of paper**

24 June 2013