



To members of HCSA

19 August 2011

Dear Member

Executive Director

Following the submission of a formal proposal to Council, it was agreed at the Council meeting on 12 August 2011 that in recognition of a number of factors the Association's Executive Director should be remunerated.

This is because:

1. Council recognises the pivotal role that the Executive Director plays in managing the Association's affairs and also its value and importance in providing continuity throughout changes in Council Officers, the Chair and President
2. Council also recognises the increasing workload following the appointment of Lord Hunt as President, his aspirations for the Association and Council's ambitions to raise the Association's profile and increase its operational activity

John Effingham our current Executive Director is happy to continue in the role, but in view of Council's decision to remunerate the role and the requirement for Council to exercise openness, fairness and transparency in its appointments processes, it has decided to invite all current members of the Association to consider whether they might wish to apply for the position

We are currently working up details of job specification, reporting lines and remuneration so at this stage I am only inviting those members who are serious about applying for the role to register their interest. For your information we expect the remuneration to be around £12 - £15k per annum, the current workload being around 50 days

If anyone wishes to register their interest in applying then please reply to me by email Eugene.Cooke@nhsbt.nhs.uk by not later than **12 noon on Tuesday 30th August 2011.**

Yours sincerely

Eugene

**Eugene Cooke
Chairman
Health Care Supply Association**