



Carol Collins  
**Head of Business Support, PCC**  
Patient and Client Council  
5<sup>th</sup> Floor, 14-16 Great Victoria Street  
Belfast  
BT2 7BA

**20<sup>th</sup> September 2023**

**By Email**

[REDACTED]

**Ref: FOI 2026**

Dear [REDACTED]

I am writing to you in response to your Freedom of Information request received by the Patient and Client Council (PCC) on 16<sup>th</sup> August 2023 in which you requested information relating to the organisation's employees.

Please find the response below and attached:

**1. Number of staff employed in the PCC.**

Currently 32 staff employed and 2 vacancies.

**2. Specify all job titles and how many staff per job role. Outline salary band per job role. Job description for each job role.**

Please see attached job descriptions

**3. For all staff outline what qualifications they have to perform the role they are in.**

Please see attached job descriptions

**4. How long has each person been in post and what job roles had they previously**

I should advise you that this information (i.e. information that would directly or indirectly identify staff) is considered exempt from disclosure as set out by section

40(3A) (a) of the Freedom of Information Act 2000 ('Personal Information'), as disclosure would contravene at least one data protection principle.

You should note that Section 40 is an absolute exemption and is therefore not subject to a public interest test. Section 40 can be viewed in its entirety at: <https://www.legislation.gov.uk/ukpga/2000/36/section/40>

## 6. What adult safeguarding training do they all have

Adult Safeguarding with BHSC

## 5. Names and qualifications/experience of all council members:

<p>Ruth Sutherland Chair 15 May 2023 - present</p>	<p>Ruth is Chair of Social AdVentures, a public health social enterprise based in Salford, and Vice chair of Lloyds Bank Foundation, passionate about health and social care and social justice. Ruth began her career as a registered general nurse and progressed to work mostly in public health roles. Following a forty-year career in health and social care, public and voluntary sectors, Ruth stepped down as Chief Executive of Samaritans, UK and Ireland in Nov 2020 to pursue a portfolio career involving non-executive roles, volunteering, executive coaching and consultancy.</p> <p>Ruth has held senior leadership roles in the voluntary sector, working with Children, adults and older people many living with complex needs. Prior to joining Samaritans in 2015, Ruth was CEO of Relate and previously held senior executive leadership roles at the UK charities Rethink, Alzheimer's Society and Scope.</p> <p>Ruth was awarded the CBE for services to vulnerable people in 2019 and the Royal College of Psychiatrists Presidents medal for services to people with mental illness in 2019. Ruth was awarded The Daniel Phelan award for outstanding achievement at the UK Charity Awards in 2022.</p>
<p>Alan Hanna Council Member From: 1 April 2019 – Present Day</p>	<p>Alan has held several senior management positions in the voluntary sector. He is currently a freelance Consultant working primarily in the voluntary sector. He has also served on a number of public boards as a Non-Executive Director including the HSC Business Services Organisation and the NI Fire and Rescue Service. Much of Alan's work has been in the</p>

	<p>area of learning disability and he has long personal experience of supporting a close family member with autism and learning disability. Alan has an honours degree in Modern History and an MSc in Organisation and Management. For the past several years he has undertaken a range of interim Executive appointments with voluntary organisations including Diabetes UK, Children’s Heartbeat Trust and Belfast Community Circus.</p>
<p>Patrick Farry Council Member From: 1 April 2019 – Present Day</p>	<p>Patrick (Paddy) graduated from Queens University Belfast with a degree in Business Administration. Following Post Graduate studies, he qualified as a Chartered Certified Accountant in 1987 and has worked in professional practice ever since. Since 1992 Patrick has been a partner in HLB McGuire + Farry, Chartered Certified Accountants and business advisors based in Carryduff, Belfast. Patrick specialises in taxation and general business advisory across a wide spectrum of business sectors. He is a Non-Executive Director of Keys Premium Finance Limited, a finance company operating throughout UK and Ireland. From 1994 to 2017 Patrick was Honorary Treasurer of NIACRO, a voluntary organisation working to reduce crime and its impact on people and communities. For six years, retiring in 2016, Patrick was a member of the Audit and Risk Committee of the Commission for Victims and Survivors. He is a Director of Craigowen Housing Association which provides housing and related amenities for adults with learning difficulties.</p>
<p>Paul Douglas Council Member From: 1 April 2019 – Present Day</p>	<p>Paul has 15 years’ experience as a senior manager within the Police Service of Northern Ireland prior to his retirement in 2010. He has extensive experience in developing strategic partnerships and change management within various organisations. He currently serves as a Lay Commissioner with the Northern Ireland Judicial Appointments Commission, was a Non-Executive Director with the Probation Board for Northern Ireland and is a Non-Executive Director within the Northern Ireland Environment Agency.</p>
<p>Martin Reilly Council Member From: 2 August 2010 - present</p>	<p>Councillor Reilly is an elected representative of Derry City and Strabane District Council. Cllr Reilly first joined Derry City Council in 2004 and was Mayor of Derry in 2013-2014, during the City of Culture celebrations. He has served as SDLP Group Leader on Council previously and has chaired various Council committees and continues to represent the Council on a number of outside bodies. In 2016 he was the National Chair of the Association of Public Sector</p>

	<p>Excellence (APSE). He currently works for the Alzheimer's Society as a Northern Ireland National Influencing Officer.</p> <p>Cllr Reilly graduated from Queen's University Belfast in 2000 with a BA Hons in History and Politics. He was elected by his fellow students as a Sabbatical Officer for Education. A survivor of Hodgkin's Lymphoma, Cllr Reilly retains a keen interest in improving cancer services for people across Northern Ireland.</p>
<p>Tom Irvine</p> <p>Council Member From: 12 September 2022 to Present Day</p>	<p>Tom graduated from Queens University Belfast with a BSc. in physics. Joining Ford Motor Company 1974 he has extensive experience in finance, human resources and management development training. After spending 32 years with Ford, Tom took early retirement to work in the public sector as a part-time pension lecturer with the North West Regional College and the pension tutor for Unite the Union in Northern Ireland.</p> <p>He has 15 years NED experience in both private and public sectors with 7 years as a Trustee Director of the Ford/Visteon Pension Scheme and 8 years as a Board Member of the NI Local Government Pension Scheme (NILGOSC).</p> <p>Currently he is an Independent Assessor for Public Appointments in Northern Ireland. Tom holds no other public appointments.</p>
<p>Stephen Mathews, OBE</p> <p>Council Member From: 12 September 2022 to Present Day</p> <p>Interim Chairperson From 1 October 2022 to 14 May 2023</p>	<p>Stephen was Chief Executive of The Cedar Foundation, to October 2021, completing over 30 years' service. Cedar supports over 3000 individuals living with disability, autism and brain injury to live the lives they choose. At Cedar he oversaw the development of a range of specialisms, including Supported Community Living for people with complex needs. He was appointed OBE in 2010 for services to people with a disability.</p> <p>A graduate of the Universities of Ulster and Birmingham he is Chartered Institute of Personnel and Development qualified and a Fellow of the Chartered Management Institute. Stephen is a former Chair of CO3, He continues involvement as a CEO Mentor.</p> <p>Stephen was appointed an Equality Commissioner with the ECNI in 2019, completing his term in May 2022. Stephen was reappointed as an Equality Commissioner with the ECNI in February 2023.</p>

He is NI volunteer advisor to UK grant giving charitable foundation The Henry Smith's Charity, supporting the investment over £1m pa to NI 3rd Sector organisations.
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I hope that the information provided assists you. If you are dissatisfied in any way with the handling of your request, you have the right to request a review. You should do this as soon as possible or in any case within two months of the date of issue of this letter, as the PCC, along with all other public authorities are not obliged to accept internal review requests after this period has lapsed.

In the event that you require a review to be undertaken, you can do so by writing to The Business Services Organisation (BSO), which provides an Information Governance service on our behalf:

Post: Information Governance Manager,  
2 Franklin Street,  
Belfast,  
BT2 8DQ

Email: [foi.bso@hscni.net](mailto:foi.bso@hscni.net)

If, following an internal review, carried out by an independent decision-making panel, you remain dissatisfied in any way with the handling of the request, you may make a complaint to the Information Commissioner's Office and ask that they investigate whether the PCC has complied with the terms of the Freedom of Information Act

You can contact Information Commissioner at:

**Website:** [www.ico.org.uk](http://www.ico.org.uk)  
**Phone:** 0303 123 1113  
**Email:** [icocasework@ico.org.uk](mailto:icocasework@ico.org.uk)  
**Post:** Information Commissioner's Office  
3rd Floor, 14 Cromac Place  
Belfast  
BT7 2JB

In most circumstances the Information Commissioner will not investigate a complaint unless an internal review procedure has been carried out. However the Commissioner has the option to investigate the matter at his discretion.

Yours Sincerely,



Carol Collins  
**Head of Business Support, PCC**