

To whom it may concern

Ilana Martin: Testimonial

Ilana Martin was recruited into the transition team of the Commission for Social Care Inspection (CSCI) in October 2003 as Interim Project Manager (Corporate Governance), working on a part-time basis.

CSCI is a non-Departmental Public Body, created by merging three existing organisations. The task of the transition team was to bring the new Commission into being, in "shadow" form from January 2004 and substantively from April 2004.

Ilana's role was initially to develop the core corporate governance arrangements for the new Commission. She brought to this task extensive experience as a company secretary and associated knowledge of corporate governance issues. The transition team drew heavily on this expertise. She had quickly to build her knowledge of the Commission's business and the context in which the Commission's governance would need to operate, to which end she put together a substantial and valuable range of relevant material.

Ilana rightly identified the Commission's Standing Orders as the key, priority document for development, and correctly ascertained that none of the transferring organisations had standing orders which would suffice. She drafted Interim Standing Orders for the "shadow" Commission to approve in January, and substantive Standing Orders which were endorsed by the Audit Committee in March and are expected to be formally adopted by the Commission itself shortly. This was a substantial task, and one which raised a number of sensitive issues for Ilana to handle.

From January Ilana's role changed significantly. As the Commission had no company secretary in place she was invited, and agreed, to act in that role until a permanent company secretary was appointed. This involved her in serving monthly meetings of the Commission, and also several meetings of the Audit and Remuneration Committees, as well as advising the three Chairs on governance issues. The fact that the organisation was new and that the Commissioners were finding their feet made this an unusually challenging task. Since no substantive appointment had been made by 1 April Ilana agreed to continue as acting company secretary

beyond the original term of her assignment, which was to 31 March. We are grateful for her willingness to do this.

I should add that Ilana worked with a colleague to plan and execute a successful procurement process for the Commission's internal auditors. This too was a substantial task which involved breaking new ground and was completed successfully and to time.

I would be happy to discuss this testimonial if that would be helpful.

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10th May 2004