

**Appointments to the Advisory Committee on Small Public Service Vehicles (Taxi  
Advisory Committee)**

**Closing Date: 15:00 on Thursday 28<sup>th</sup> February 2019**

**State Boards Division  
Public Appointments Service  
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The Public Appointments Service (PAS), established under statute in 2004, provides an independent shared service in recruitment, assessment and selection to organisations across the Civil and Public Services. On 30 September 2014, the Government decided that the PAS should also be given responsibility for putting in place an open, accessible, rigorous and transparent system to support Ministers in making appointments to State Boards. Our dedicated website, [www.stateboards.ie](http://www.stateboards.ie), is the channel through which the PAS advertises vacancies on State Boards. It is also the means through which accomplished, experienced and qualified people, including people who might not previously have been identified as available for appointment, can then apply to be considered for particular vacancies.

## Membership of State Boards

High standards of corporate governance in all State Agencies, whether in the commercial or non-commercial sphere, are critical to ensuring a positive contribution to the State's overall social and economic development.

Members of State Boards are appointed to act on behalf of the citizen to oversee the running of the affairs of state bodies. State bodies must serve the interests of the taxpayer, pursue value for money in their endeavours (including managing risk appropriately), and act transparently as public entities. Members of State Boards, and the relevant management team, are accountable for the proper management of the organisation.

Board members should act on a fully informed basis, in good faith, with due diligence and care, and in the best interest of the State body, subject to the objectives set by Government. In that regard and in accordance with 13.2 of the Guidelines on Appointments to State Boards, "it is advisable that no member of a State Board should serve more than two full terms of appointment or should hold appointments to more than two State Boards."

The [Code of Practice for the Governance of State Bodies 2016](#) (the Code) provides a framework for the application of best practice in corporate governance by both commercial and non-commercial State bodies.

In order to be an effective contributor on a State Board it is recommended that members should:

- bring independent and objective scrutiny to the oversight of the organisation;
- be prepared to be challenging when necessary while being supportive to the delivery of organisational strategy and objectives;
- be equipped to offer considered advice on the basis of sound judgement and experience;
- be prepared to make a time commitment to their work commensurate with their role.

## **Appointment to the Advisory Committee on Small Public Service Vehicles (Taxi Advisory Committee)**

<b>Location:</b>	Offices of the National Transport Authority, Dublin 2
<b>Number of Vacancies:</b>	13 (1 Chairperson, 12 Ordinary Members)
<b>Remuneration:</b>	Nil but travel and subsistence are payable at the appropriate rate.
<b>Time Requirements:</b>	Approximately 11 two-hour meetings per annum.

### **1. Background**

The Advisory Committee on Small Public Service Vehicles, commonly referred to as the Taxi Advisory Committee, is an independent committee established and operated under the provisions of Section 72 of the Taxi Regulation Act 2013.

Its primary function is to provide advice to the National Transport Authority (NTA) and/or to the Minister for Transport, Tourism and Sport, as appropriate, and in relation to issues relevant to small public service vehicles and their drivers.

Small public service vehicles comprise taxis, hackneys and limousines. Under the provisions of the Taxi Regulation Act 2013, the NTA is the licensing authority in respect of small public service vehicles, while An Garda Síochána is the licensing authority for drivers of small public service vehicles. In addition, the Authority administers certain of the procedural aspects of the driver licensing function, for example the testing of prospective drivers' industry knowledge and area knowledge.

The Advisory Committee comprises a chairperson and 17 ordinary members. Section 72(4) provides for specific interests to be represented on the Advisory Committee.

In general, the Advisory Committee meets monthly (excluding August), subject to there being a sufficient quantum of matters to address. Meetings are held in the offices of the NTA, currently in Harcourt Lane, Dublin 2.

### **2. Functions of the Committee and legislative provisions**

Section 73 of the Taxi Regulation Act 2013 provides specifically that the Advisory Committee may provide advice from time to time -

- (a) to the NTA in relation to—
  - i. proposals for licensing or regulations or codes of practice related to small public service vehicles and their drivers, submitted by the NTA to the Advisory Committee for advice,
  - ii. matters relating to the delivery of quality services by small public service vehicles and their drivers,
  - iii. the preparation and review of the draft integrated implementation plan under section 13 of the Dublin Transport Authority Act 2008 in relation to issues relevant to the small public service vehicle industry, and

- iv. any other matters related to the functions of the NTA or which the NTA submits to the Advisory Committee for advice, other than matters related to decisions of the NTA in individual cases,
- (b) and to the Minister in relation to—
- i. policy relevant to small public service vehicles and their drivers,
  - ii. proposals for legislation or regulations in relation to the small public service vehicle industry submitted by the Minister to the Advisory Committee for advice,
  - iii. the assignment of specific functions relating to small public service vehicles and their drivers to the NTA, and
  - iv. any other matter which, in the opinion of the Advisory Committee, is relevant to the effective performance by the Advisory Committee or by the NTA of its functions or which the Minister submits to the Advisory Committee for advice.

The Taxi Regulation Act 2013 also provides that the NTA may consult with or seek the advice of the Advisory Committee on any matter relating to small public service vehicles and their drivers or to the effective performance by the NTA of its functions. Additionally, it provides that the Minister may consult with or seek the advice of the Advisory Committee on any matter arising in relation to his or her functions with respect to small public service vehicles and their drivers.

Further information on the Advisory Committee including the current membership can be found [here](#).

### **3. Person Specification**

The Minister for Transport, Tourism and Sport invites applications from suitably qualified candidates who would bring a range of knowledge and skills and contribute constructively to the meetings of the Taxi Advisory Committee.

Appointments will be made with regard to diversity on the grounds of gender, ethnicity, urban/rural representation, age, experience and expertise and it is the intention to ensure that there is a balance of skills and experience on the Committee. Previous board experience is not a necessary requirement.

In particular, expressions of interest are invited from members of the public who consider that they have a skill set that will enable them to make a contribution to the work of the committee in the following positions in accordance with Section 72(3) and Section 72(4) of the Taxi Regulation Act 2013 —

- the Chairperson
- 5 persons representing small public service vehicle and driver interests,
- 2 persons who represent the interests of consumers,
- A person from an organisation representing the interests of persons with disabilities,
- A person who represents the interests of business,
- A person from an organisation representing the interests of older persons,
- A person who represents the interests of tourism, and
- A person, who has a special interest or expertise in matters relating to the functions of the Authority, the Advisory Committee or related matters.

## Chairperson

In accordance with Section 72(3) of the Taxi Regulation Act 2013 the Minister shall appoint a person who has appropriate experience and expertise and is **sufficiently independent from small public service vehicle operations and the National Transport Authority** to be the chairperson of the Advisory Committee.

The Candidate's attention is drawn to the general details of the role of Chairperson as set out on **page 19** of the **Code of Practice for the Governance of State Bodies** and which is broadly relevant in the context of this Advisory Committee. The Principle states:-

- The Chairperson is responsible for leadership of the Advisory Committee and ensuring its effectiveness on all aspects of its role.
- The Chairperson should display high standards of integrity and probity and set expectations regarding culture, values, and behaviours for the tone of discussions at Advisory Committee level.

In order to qualify for appointment a person must not have any conflicts of interest likely to interfere with his/her ability to assume the role Chairperson of the Board. Please give careful consideration to the possibility of any potential conflict of interest that may exist and address this in your cover letter. The Assessment Panel may decide, based on the perceived level of conflict, not to forward your name for consideration.

## Essential

Applicants must demonstrate in their application evidence, at an appropriately senior level, in **at least two** of the areas listed below:

- Effective chairmanship in facilitating agreement between diverse stakeholders;
- Expertise working on public sector regulation;
- Experience of the transport sector and/or SPSV sector;
- Knowledge and understanding of how public services impact on the community and business interests; and
- Knowledge and understanding of how regulation underpins business activity in small to medium enterprises.

## Desirable

It is desirable that candidates can demonstrate professional experience on a committee or board at an appropriately senior level **of one or more** of the following:

- ensuring effective and informed decision making, full participation, evaluation, open discussion with diverse stakeholders;
- empowering all members to challenge issues openly while preventing unnecessary or acrimonious conflict; and
- encouraging and managing vigorous debate while achieving closure on issues.

It is also desirable that candidates can demonstrate professional experience of **one or more** of the following:

- Knowledge of or expertise in the technological trends influencing the SPSV sector.
- Knowledge of the SPSV industry and/or the wider public transport sector.

### **Ordinary Members (12 vacancies)**

#### **Essential Criteria**

#### **Small Public Service Vehicle and Driver Interests (5 vacancies)**

Candidates applying under this area must demonstrate in their application substantial evidence of operating in urban and or rural Ireland as either an SPSV driver or dispatch operator; and of representing SPSV drivers at a national level and or regional level.

#### **Consumer Interests (2 vacancies)**

Candidates applying under this area must demonstrate in their application evidence at an appropriate level in the area of advocacy; particularly in relation to consumer protection/interest and public interest issues and possess a broad knowledge of the SPSV industry and/or the wider public transport sector.

#### **Interests of Persons with Disabilities (1 vacancy)**

The successful candidate must currently work in an organisation representing the interests of persons with disabilities.

It is also expected that the successful candidate must demonstrate evidence at an appropriately senior level in the area of expertise in advocacy; particularly in relation to the interests of persons with disabilities and public interest issues.

#### **Business Interests (1 vacancy)**

The successful candidate must currently work in a commercial enterprise that either operates within the SPSV sector or relies on the SPSV sector for the delivery of its services.

It is also expected that the successful candidate must have experience at an appropriately senior level that will assist the Advisory Committee in its role of representing the transport requirements of the business sector and the promotion of economic growth.

#### **Interests of older persons (1 vacancy)**

It is expected that the successful candidate must currently work in an organisation representing the interests of older persons.

It is also expected that the successful candidate must demonstrate evidence at an appropriately senior level in the area of expertise in advocacy; particularly in relation to the interests of older persons and public interest issues.

### **Tourism Interests (1 vacancy)**

The successful candidate must currently work in a tourism enterprise that either operates within the SPSV sector or relies on the SPSV sector for the delivery of its services.

It is also expected that the successful candidate must have experience at an appropriately senior level that will assist the Advisory Committee in its role of representing the transport requirements of the wider business sector and the promotion of economic growth.

### **Special Interest or Expertise (1 vacancy)**

Applicants must be able to demonstrate in their application evidence at an appropriately senior level of their knowledge or expertise in the emerging trends and technological innovations influencing the SPSV sector. In particular, applicants must provide evidence **in one or more** of the areas listed below:

- Urban and/or rural transport mobility
- Accessible transport
- Small public service vehicle regulation
- Autonomous vehicles

### **Desirable for all of the above roles**

It is also desirable that candidates can demonstrate professional experience of **one or more** of the following:

- Knowledge of or expertise in the technological trends influencing the SPSV sector.
- Knowledge of the SPSV industry and/or the wider public transport sector.
- Experience working in areas relevant to public policy and strategy development.

### **Please Note:**

For all roles, applicants whose names are forwarded to the Department for consideration will be called for interview and will be asked to demonstrate, from their experience:

- that they are open minded strategic thinkers, able to bring their own experience to bear on issues under discussion;
- a commitment to an evidence-based approach, and the capacity to appreciate the implications of complex and multi-faceted evidence;
- the ability to make important and difficult objective decisions;
- the ability to challenge constructively the opinions of others, work to achieve a shared consensus and accept collective responsibility;
- excellent communication skills and an ability to express themselves clearly and succinctly.

## **4. Term of Appointment**

Appointments to the Board will be for a period not exceeding 3 years as per sections 72 (3) and 72 (6), subject to:

- The membership of any member of the Board may be terminated by the Minister at any time, on the basis of reasons to be stated by the Minister.
- A member of the Board may resign his or her membership of the Board by notice in writing sent or given to the Minister, and the resignation shall take effect on the day on which the Minister receives the notice.
- Members of the Board shall, subject to the provisions of this Schedule, hold office upon such terms and conditions as the Minister may, with the consent of the Minister for Public Expenditure and Reform, from time to time determine.
- The roles and responsibilities of Board Members are described in the Revised Code of Practice for the Governance of State Bodies 2016 which is available on the website of the Department of Finance [Code of Practice for the Governance of State Bodies](#).
- A board member shall cease to be a member of the board if he or she is nominated as a member of Seanad Éireann, is elected as a member of either House of the Oireachtas or as a representative in the European Parliament, elected to the European Parliament, or becomes a member of a local authority.

## 5. Submitting your Application

Before submitting your expression of interest, please review the self-assessment questionnaire which can be found [here](#). This questionnaire is designed to help you in considering whether to submit an expression of interest - you are not required to submit the questionnaire as part of the application process.

Having considered the general suitability criteria for membership of a State Board, you should consider carefully how your background and experience fits with the specific appointment criteria set out in the Person Specification section in this booklet.

**Please give careful consideration to the possibility of any potential conflict of interest that may exist and address this in your cover letter. The Assessment Panel may decide, based on the perceived level of conflict, not to forward your name for consideration.**

Your submission should be made via the following link [www.stateboards.ie](http://www.stateboards.ie) together with your **Curriculum Vitae** and a **cover letter** (see Appendix 1 of this booklet for help with the online process).



## IMPORTANT NOTE

Please take care when submitting your expression of interest. As the Assessment Panel will generally make its recommendation(s) based on consideration of the documentation which you submit, it is most important that you do the following:

1. *Ensure your Cover Letter (and supporting CV) clearly specifies how your particular background and experience meets the requirements of the Authority position(s) specified in this booklet, and*
2. *That you fully answer any supplementary questions which are presented to you as part of our online application process.*

This will help ensure that the Assessment Panel is as informed as possible as to the basis for your candidature and why you believe you are a person who could potentially be appointed to this State Board. **Please only include information that is directly relevant to the particular role for which you are applying.**

If you have any questions regarding the application process please email [info@stateboards.ie](mailto:info@stateboards.ie).

## 6. Assessment Process

An Assessment Panel (the “Panel”) will be convened by PAS to consider and assess the applications received by PAS. The Panel will:

- review and discuss the expressions of interest received against the specific appointment criteria for the role, as advertised in this Information Booklet;
- assess potential candidates further once they meet the specified appointment criteria by undertaking any or all of the following steps:
  - Consideration of the written applications; and/or
  - Meeting<sup>1</sup>/conference call; and/or
  - Referee checks; and/or
  - Any other selection or verification method deemed appropriate (this may include PAS requiring statutory declarations from shortlisted applicants as to the bona fides of the qualifications and experience contained in their applications).
- arrive at a shortlist of suitable candidates to be sent forward for consideration by the Minister.

Please note that the Public Appointments Service will not be responsible for any expenses incurred by candidates as part of our selection process.

## 7. Confidentiality

Subject to the provisions of the Freedom of Information Acts, 2014, applications will be treated in strict confidence. All enquires, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in that aspect of the process.

Certain items of information, not specific to any individual, are extracted from computer records for general statistical purposes.

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<sup>1</sup> The Public Appointments Service will not be responsible for refunding any expenses incurred by candidates.

## 8. Data Protection

The Data Protection Act 2018 provides that the processing of personal data shall be lawful where such processing is necessary for the performance of a statutory function of a controller. PAS is mandated by statute under the Public Service Management (Recruitment and Appointments) Act, 2004 to act as the centralised assessment and selection body for the civil service and to carry out all the procedures necessary to undertake the recruitment, assessment and selection of suitable candidates for appointment. By submitting your personal data (including your name, address, contact details and details of your education and work history contained in your curriculum vitae and cover letter) via publicjobs.ie, you acknowledge that such data may be used by the Public Appointments Service and disclosed to and used by client departments, in connection with its statutory roles to assist and advise relevant Ministers in relation to appointments to the boards of State bodies. The information contained in your publicjobs profile is yours to manage, amend, update or delete as appropriate. For more detailed information on our Data Protection Policy, please see our [Code of Practice for the Protection of Personal Data in the Public Appointments Service](#).

If your application is assessed and you are considered to be suitable for appointment your c.v. and cover letter (and any additional supplementary information requested as part of the application process), will be forwarded to the State Board Liaison Officer in the relevant Department. Once it obtains your personal data, the Department will act as data controller of such data and will retain it for up to one year following the appointment/s. Unless you request the withdrawal of your application such data may be used in considering your suitability for other similar vacancies/roles that arise for a period of up to one year for this Board.

## APPENDIX 1

### Submitting your application:

In order to submit your application, you should take the following steps:

1. Go to [www.stateboards.ie](http://www.stateboards.ie).
2. On the bar at the top of the page click on "Available Appointments".
3. This brings you to a page with all our advertised vacancies. Select whichever position you would like to apply for (you are welcome to apply for more than one position if you wish).
4. On the relevant page please click on the "apply for position" button at the bottom of the page
5. This will bring you to a page on [www.publicjobs.ie](http://www.publicjobs.ie) and, if you already have a publicjobs.ie account, will prompt you for your username and password. If you do not have an account you will be asked to create one.
6. Once you input your details you will be brought to a page where there is a prompt in the middle of the page which says "apply here". Click on the link to the online application form beside it.
7. A form will appear on your screen, some of the text boxes will be populated with information from your publicjobs.ie profile (Name, address etc.). You will need to complete the rest of the fields and enter your name and the date at the bottom of the form.
8. If there is a supplementary question, ensure that your response complies with the word limit and that it does not contain any special characters (i.e. %, & etc) or you may receive an error message and will be unable to submit your application.
9. Click on "continue".
10. You will then be brought to a screen where you should upload your CV and Cover Letter. These are required documents and your application cannot be processed without them. Once you have selected these and uploaded them, please click on the "submit" button at the bottom of the page.
11. You will receive an e-mail confirmation (to the address listed in your publicjobs.ie profile) to confirm that your application has been submitted.

You must confirm that you do not have any conflicts of interest or legal impediment which would be likely to interfere with your ability to play a full part on the Advisory Committee. You must also confirm that you can make yourself available to attend meetings and to carry out the duties of an Advisory Committee member.