

**Appointments to the Board of Management of the Oberstown Children Detention
Campus**

Closing Date: 15:00 on Wednesday 24th April 2019

**State Boards Division
Public Appointments Service
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stateboards.ie operates under the auspices of the Public Appointments Service and is committed to a policy of equal opportunity.

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, 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.

Appointments to the Board of Management of Oberstown Children Detention Campus

Location: Dublin

Number of Vacancies: 3

Remuneration: €5,985. (It should be noted that in line with the 'One Person One Salary' principle, no public servant will be entitled to receive remuneration in the form of board fees, save for situations that are statutorily provided for e.g. Worker Directors). Travel and subsistence is payable at appropriate Civil Service rates.

Time Requirements: 11 Meetings per annum. Meetings usually take a half-day. Some preparatory work (usually a half-day) will be necessary in advance of each meeting. There are two main standing Board sub-committees – the Audit and Finance Committee and the Governance and Risk Committee. Board members may be required to become a member of at least one committee. Committees meet between 2 and 5 times a year. Other meetings are required from time to time. A total of 1 – 2 days per month will be required.

Candidate's attention is also drawn to the provisions of the Code in relation to Audit and Risk Committee membership which can be found [here](#). Please note that the candidate appointed to the Finance role will be expected to Chair the Audit and Finance Committee.

1. Background

Oberstown Children Detention Campus (Oberstown) is a national service that provides a safe and secure environment for young people remanded in custody or sentenced by the Courts for a period of detention. The campus is located on a single site in Oberstown, Lusk, Co Dublin.

Oberstown is funded by the Department of Children and Youth Affairs. Oberstown operates under a single Board of Management which is appointed by the Minister for Children and Youth Affairs.

Oberstown is Ireland's purpose-built national facility for providing safe and secure care to young people referred by the courts. In Oberstown young people are cared for and helped to address offending behaviour while also preparing them for a positive return to their families and communities using a unique model of care. The model of care is CEHOP (care, education, health, offending behaviour and preparation for leaving). CEHOP allows the creation of individualised care plans for young people, delivered by an on-site multidisciplinary team.

The Director has operational responsibility for the campus in line with the authority set out in the Children Act 2001. A senior campus management team is in place to support the Office of the Director. The Director reports to the Board on Management on a monthly basis and acts on behalf of the Board of Management as set out in the Campus Governance handbook.

Oberstown is staffed predominantly with Residential Social Care Workers who work in each unit directly with the children. In addition, children also have access to the Assessment, Consultation and Therapy Service (ACTS) which is national service that provides clinical services to children in Oberstown. The role of the service is to determine, based on the results of the mental health screening in conjunction with other available reports, if young people need more specialist assessment or intervention from specialists within the clinical team. Provision of an in-reach psychiatric service is provided through the Health Service Executive (HSE). Currently there is a psychiatrist and psychiatric nurse working as part of the multidisciplinary team which includes the ACTS and the Oberstown staff.

Oberstown works with a range of other agencies and disciplines to lead in the care needs of its young people while on campus. Placement planning is a priority to ensure that time spent on campus is as effective as possible to achieve best outcomes for each young person. Oberstown is independently inspected by the Health Information and Quality Authority (HIQA) at least annually. All HIQA inspection reports are published on their website. Policies and procedures are reviewed in light of the findings of the inspections and, in keeping with the particular nature of a detention facility, actions are taken to meet the HIQA recommendations.

The provision of education in Oberstown is the responsibility of the Department of Education and Skills and this is provided through the Dublin and Dún Laoghaire Education Training Board. The curriculum includes both primary and secondary level courses, remedial literacy and numeracy based on an Individual Educational Plan (IEP) as well as a wide range of vocational and Quality and Qualifications Ireland (QQI) accredited awards through the Oberstown Education Centre.

2. Functions of the Board

Oberstown Children Detention Campus is governed by a Board of Management appointed by the Minister for Children and Youth Affairs under the Children Act 2001, as amended (s. 164).

The Board has a Chairperson and 12 members. Membership includes: representatives of the Department of Children and Youth Affairs, the Department of Education and Skills and TúsIa; two representatives from the local community and two staff members, with five members identified via the State Boards appointment process. Members are appointed for a term, renewable, of up to four years.

Sections 164-179 of the Children Act 2001, specifically relate to the powers, duties and responsibilities of the Board of Management. In particular the following is noted:

The functions of the Board of Management are set out in section 165 of the 2001 Act. They include:

- (1) A board of management shall manage the children detention school or schools to which it has been appointed in accordance with criteria laid down from time to time by the Minister and, without prejudice to the generality of the foregoing, shall
 - (a) carry out any such policy in relation to children on remand or in detention as may be specified by the Minister,
 - (b) cooperate and liaise with other bodies who are interested or engaged in assisting children who have been charged with offences or are at risk, and
 - (d) perform the other functions assigned to it under this Part.
- (2) Boards of management shall have all such powers as are necessary or expedient for the exercise of their functions.

Additional functions may be assigned by the Minister under section 166 of the 2001 Act.

The Board of Management is responsible for the presentation of an Annual Report and Audited Accounts to the Minister every year in accordance with section 173 and 174 of the 2001 Act.

The Board may make rules for the detention school, under section 179 of the 2001, with the consent of the Minister.

The Board operates in accordance with a Governance Handbook, which is fully in line with the Children Act and the Code of Practice for the Governance of State Bodies (2016).

In 2017, the Board of Management adopted the Oberstown Strategic Plan 2017-2020 to set out the vision for the Campus and the goals to be achieved over the period. Full details of the Plan, updates on its implementation and other information on policies, statistics, events and other developments can be found on the Oberstown website (www.oberstown.com)

All board members discharge a general oversight role on the operation of the children detention schools, through attendance at monthly board meetings. Board members are briefed by the Director of the Oberstown Campus on operational issues affecting Oberstown, covering issues such as the progress of children in detention, child safeguarding issues, patterns in the use of children detention school places by the courts, use of resources, delivery of education and training, implementation of recommendations from the Health Information and Quality Authority (HIQA), security and human resources / industrial relations issues.

Board members are also briefed by the Department of Children and Youth Affairs, Tusla – the Child and Family Agency and the Department of Education and Skills on service, policy and legal developments relating to Oberstown. Officers from each of these organisations are members of the board.

The Board of Management may appoint such sub-committees as the Board considers necessary to assist it in the performance of its functions. Such sub-

committees may be standing Committees or established on an ad hoc basis as necessary. At present, there are two sub-committees, the Audit, Risk and Finance sub-committee and the Governance sub-committee.

The current Board of Management was appointed by the Minister for Children and Youth Affairs, Dr Katherine Zappone, TD, for three years from June 1 2016. This is the date on which the Children (Amendment) Act 2015 came into effect, creating a single Oberstown campus, the Oberstown Children Detention Campus (Oberstown).

Current membership of the Board:

Name	First Appointed	Reappointed	Expiry Date	Position type	Basis of appointment
Charles Irwin	01/06/2016		31/05/2019	Board Member	PAS Process
Diego Gallagher	26/03/2012	01/06/2016	31/05/2019	Board Member	PAS Process
Don O'Leary	17/07/2017		31/05/2019	Board Member	PAS Process
Elizabeth Howard	26/03/2012	01/06/2016	31/05/2019	Board Member	Nominee of the local community. Appointed by the Minister for Children and Youth Affairs Exemption Section 9.1.8
Emer Woodfull	01/06/2016		31/05/2019	Board Member	PAS Process
Laoise Manners	10/01/2017		31/05/2019	Board Member	Appointed by the Minister for Children & Youth Affairs as a staff representative. Exemption Section 9.1.1
Linda Creamer	09/12/2018		31/05/2019	Board Member	Appointed by Minister under section 167(4)(b) of the Children's Act 2001 (Minister for Health nominee)
Michael Farrell	01/06/2016		31/05/2019	Board Member	PAS Process
Pat Rooney	26/03/2012	01/06/2016	31/05/2019	Board Member	Nominee of the local community. Appointed by the Minister for Children and Youth Affairs Exemption Section 9.1.8
Sinéad O'Herlihy	31/05/2016		31/05/2019	Board Member	Appointed by the Minister for Children and Youth Affairs as a staff representative. Exemption Section 9.1.1
Tadgh Delaney	26/07/2016		31/05/2019	Board Member	Officer of the Minister of Children and Youth Affairs. Appointed by the Minister for Children and Youth Affairs. Exemption Section 9.1.7
Ursula Kilkelly (Prof.)	26/03/2012	01/06/2016	31/05/2019	Chair	Appointed by the Minister for Children and Youth Affairs. Exemption Section 9.1.5

3. Person Specification

The Minister for Children and Youth Affairs invites applications to fill three positions on the Board of Management of Oberstown Children Detention Campus.

All candidates must have a commitment to and understanding of the rights and interests of children, especially those who come into conflict with the law.

Candidate's attention is drawn to the provisions of the Code in relation to the role of a Board member, where the principle states: -

- Each State body should be headed by an effective Board which is collectively responsible for the long-term sustainability of the body.
- Non-executive Board members should bring an independent judgement to bear on issues of strategy, performance resources, key appointments and standard of conduct.

Details on the role of Board Members can be found in Section 3 of the Code which can be found [here](#).

Candidates must demonstrate in their application evidence of significant professional experience in one or more of the following areas.

Financial

Candidates must have significant relevant professional experience at an appropriately senior level in accountancy and/or audit. Candidates must also hold membership of a professional body and they have previous audit committee experience.

Corporate Governance/Compliance/Risk

Candidates for this role must have considerable experience of corporate governance/compliance/risk management in the Public Sector. This should include significant experience at a senior level in an organisation to support effective management within the Oberstown Children Detention Campus to the highest of standards of governance and experience of Risk Management.

A recognised qualification in corporate governance and/or management would be an asset, as would previous experience as a member of a risk committee or internal audit function.

Working with Young People

Candidates must have significant practical experience of working with young people ideally in any of the following areas: -

- Youth work
- Child Protection
- Academic/Research
- Child Law/Youth Justice

Desirable

- Previous experience of Board membership
- Familiarity with child protection issues and the Irish education system.
- Experience in the areas of child protection, educational disadvantage or mental health

All appointments will be subject to obtaining satisfactory Garda Vetting.

The Minister shall have regard to the desirability for gender balance on the Board as the Minister considers appropriate and determines from time to time when making appointments.

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 of a member 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.

4. Term of Appointment

Appointments to the Board will be for an initial period of 4 years with an option to extend the term of engagement for a second term, 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.

Your submission should be made via the following link 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.

5. 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

- Meeting¹/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 the most suitably qualified candidates (based on the information provided by the candidate) 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.

6. 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.

7. 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

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

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.
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 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 Board. You must also confirm that you can make yourself available to attend meetings and to carry out the duties of a Board member.