

## Appointments of Lay Members positions on the Review Committee of the Legal Services Regulatory Authority

**Location:** Dublin

**Remuneration:** €300 per day  
€385 per day (Chairperson)

It should be noted that in line with the 'One Person One Salary' principle, no public servant will be entitled to receive remuneration for these roles.

**Time Requirements:** Estimated 8-15 sittings per annum.

### 1. Background

The Legal Services Regulatory Authority, the LSRA, was established under the Legal Services Regulation Act, 2015 ("the Act") as the new and independent statutory body responsible for the regulation of the provision of legal services by legal practitioners (both solicitors and barristers) and for ensuring the maintenance and improvement of standards in the provision of such services in the State. The Authority has a number of other functions, which are summarised below, and applicants should refer to the 2015 Act for full details. The Authority was formally established on 1 October 2016.

### 2. LSRA Functions

The Authority will undertake the following specific functions as part of its role:

- (1) Keep under review and make recommendations to the Minister in respect of:
  - a. admission requirements of the Law Society, Bar Council, and Honorable Society of King's Inns;
  - b. availability and quality of education and training including ongoing training for the solicitors' and barristers' professions;
  - c. policies in relation to admission and, or, entitlement to practise of the Law Society, Bar Council and the Honorable Society of the King's Inns;
  - d. professional codes;
  - e. the organisation of the provision of legal services in the State.
- (2) Disseminate information in respect of the education and accreditation requirements and any other matters referred to above as the LSRA thinks fit.

- (3) Specify the nature and minimum levels of professional indemnity insurance required.
- (4) Establish and administer a system of inspection of legal practitioners for the purposes of the Act.
- (5) Receive and investigate complaints against legal practitioners.
- (6) Establish and maintain the roll of practising barristers.
- (7) Promote public awareness and disseminate information to the public in respect of legal services, including the cost of such services.
- (8) Keep the Minister for Justice & Equality informed of developments in respect of the provision of legal services including their cost.
- (9) Keep the Minister informed of developments in respect of the provision of legal services and make recommendations to assist the Minister in coordinating and developing policy.
- (10) Undertake, commission or assist in research projects and other activities in respect of the provision of legal services, which may increase public awareness and promote an improvement in standards for their provision, and make recommendations to the Minister for Justice & Equality.
- (11) Perform any other functions conferred by the Act or by regulations made under it.

### **3. Functions of the Review Committee**

Under Part 6 of the 2015 Act which deals with complaints against legal practitioners, the LSRA shall establish a committee, known as the Review Committee.

Once established, the Review Committee will consider reviews requested by complainants or legal practitioners in relation to determinations made by the LSRA in complaints relating to inadequate standard of service or excessive costs.

Under Part 6 of the 2015 Act, the Review Committee will give both the complainant and the legal practitioner an opportunity to make a statement in writing to it as to why the determination of the LSRA was incorrect or unjust. The Review Committee will then determine the review by confirming the determination of the LSRA, remitting the complaint to the LSRA with such directions as the Review Committee considers appropriate or necessary, to be dealt with again, or issuing one or more than one of the directions to the legal practitioner that the LSRA is authorised to issue under Section 60(6) or Section 61(6) of the 2015 Act as the case may be.

The Review Committee will be appointed by the Legal Services Regulatory Authority. Each sitting of the Review Committee will be composed of 3 persons, 2 of whom will be lay persons and one of whom shall be a legal practitioner.

#### **4. Person Specification**

The Legal Services Regulatory Authority invites applications from suitably qualified and experienced candidates for appointment to one of the lay member positions on the Review Committee panel.

In appointing lay persons to be members of the Review Committee, the LSRA must be satisfied that those members are independent of the professional bodies as defined by the 2015 Act i.e. the Law Society, the Honorable Society of King's Inns and the Council of the Bar of Ireland.

"Lay person" is defined under section 2(3) of the 2015 Act as follows:

*"For the purposes of this Act, a person is a lay person on a particular date if, on that date, he or she-*  
*(a) is not a practising solicitor or a practising barrister, and*

*(b) where he or she has previously been a practising solicitor or a practising barrister, he or she-*

- (i) has not been such in the period of 5 years immediately preceding that date, and*
- (ii) did not cease to be such as a result of a sanction imposed on him or her by a body that was authorised to require him or her to cease such practice."*

All candidates must meet the definition of a lay person at the time of application and throughout their tenure as lay members of the Review Committee.

All candidates must also demonstrate knowledge in or expertise of, at an appropriately senior level, one or more of the following:

- The provision of legal services,
- the maintenance of standards in a profession (including those regulated by a statutory body),
- the investigation and consideration of complaints relating to services, or
- the interests of consumers of legal services.

#### **5. Term of Appointment**

A member of the Review Committee shall hold office for a period of 4 years from the date of appointment and be eligible for reappointment as a member provided that he or she does not hold office for periods the aggregate of which exceeds 8 years.

#### **6. Submitting your Application**

Applications (including a CV and cover letter) should be made electronically by e-mail to [recruit@lsra.ie](mailto:recruit@lsra.ie)

Candidates must be legally entitled to work in Ireland at the time of application.

**Closing date for applications is Friday 13<sup>th</sup> September at 3pm.**

An Assessment Panel (the "Panel") will be convened by the LSRA to consider and assess the applications received.

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:
  - I. Consideration of the written applications;
  - II. and/or interview/meeting/conference call; and/or
  - III. Referee checks; and/or
  - IV. Any other selection or verification method deemed appropriate.
- arrive at a shortlist of the most suitably qualified candidates (based on the information provided by the candidate) to be appointed by the Authority.

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

### **7. Remuneration and Travel and Subsistence**

Remuneration will be paid at the rates stated above for days the member sits as part of a Review Committee.

Travel and Subsistence expenses can be claimed for expenses incurred for travelling to meetings in accordance with the relevant Department of Public Expenditure & Reform circulars.

### **8. 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.

### **9. Data Protection**

The LSRA will process any personal data provided by you in connection with an application for this role in accordance with the General Data Protection Regulation and the Data Protection Acts 2018.

The data will be kept for no longer than is necessary for the purposes for which that data are processed, and it shall be kept in a manner that ensure appropriate security of the data including the unauthorised or unlawful processing of data.

If your application is successful for the role as external member on the Review Committee, then your personal data will continue to be processed in accordance for the specified reason of committee membership and your data will not be held longer than is necessary.

The LSRA may disclose the data that you provided on the application form to external sources for the following reasons – where there is an external assessor assisting in the shortlisting for the vacancy on the committee to which you have applied, and to internal and external auditors.

**July 2019**