

Appointments to the Middletown Centre for Autism Limited (MCA)

Closing Date: 3pm Wednesday 18th September 2019

Candidate Information Booklet

APPOINTMENT TO THE MIDDLETOWN CENTRE FOR AUTISM (MCA)

Location:	Board meetings will be primarily held Middletown, County Armagh
Number of Vacancies:	Five, one of whom will be nominated as Chairperson.
Term of Appointment:	3 years
Remuneration:	Members of this Board are paid a daily rate of Stg£160 (or Euro equivalent). Chairperson will be paid a daily rate of Stg£230 (or Euro equivalent). Travel and subsistence allowances may be claimed in accordance with Government guidelines.
Time Requirements:	Anticipated time commitment is 1-2 days per month for Directors and 2-3 days per month for Chairperson.
Closing Date:	Completed applications MUST arrive no later than 3pm on 18 th September 2019.

SECTION 1: MEMBERSHIP OF THE BOARD OF MIDDLETOWN CENTRE FOR AUTISM (MCA)

While MCA is not a state agency, the Department expects the same high standards of corporate governance as required in all State Agencies, which are critical to ensuring a positive contribution to the State's overall social and economic development.

In this regard members should familiarise themselves with the Code of Practice for the Governance of State Bodies 2016 (the Code) which provides a framework for the application of best practice in corporate governance.

In order to be an effective contributor on the Board of MCAL 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.

To be consistent with best corporate governance practice it is recommended that where practicable no member of the Board should serve more than two full terms of appointment, or should hold appointments to more than two state funded Boards, at the same time.

SECTION 2: INFORMATION ABOUT MIDDLETOWN CENTRE FOR AUTISM (MCA)

The Middletown Centre for Autism

The Middletown Centre for Autism (the Centre) is a joint north south initiative with funding provided by the Department of Education and Skills (DES) and the Department of Education, (DE) Northern Ireland to support the promotion of excellence in the development and harmonisation of education and allied services to children and young people with autistic spectrum disorders.

Composition of the Board of Directors

The Board consists of eight Directors, Chairperson and Vice Chairperson. As the Centre is a joint north/south initiative, both DES and DE are each responsible for appointing four Directors to the Board. The Chairperson and/or Vice Chairperson are appointed on an alternating basis by the two Departments. During the appointment term covering from the date of appointment until 15 March 2022, DES is responsible for appointing a Chairperson and DE is responsible for appointing a Vice Chairperson.

In addition the Chief Executive Officer and the Company Secretary also attend Board meetings in a non-voting capacity.

Roles

The Centre's Chief Executive is designated as the Centre's Accounting Officer by the Secretary General of DES and the Permanent Secretary of DE and is personally responsible for safeguarding the public funds for which they have charge; for ensuring propriety and regularity in the handling of those public funds; and for the day-to-day operations and management of the Centre. In addition to being accountable to the DES Secretary General and DE Permanent Secretary, the Chief Executive is also accountable to the Centre's Board for the overall organisation, management, staffing and performance of the Centre.

The Centre assists in the development and dissemination of high quality services and will contribute to the DES achieving a number of its current strategic aims as detailed in its business plan.

All Directors of the Centre's Board have a duty to ensure that the Centre's activities are consistent with its functions and that it complies with all relevant statutes, including Equality and Human Rights, and for ensuring the safeguarding of public funds, including the promotion of propriety and value for money. The Board has corporate responsibility for ensuring that the Centre fulfils the aim and objectives set by the sponsor Departments and approved by the Ministers, and for ensuring the efficient, economic and effective use of staff and other resources by the Centre.

To this end, and in pursuit of its wider corporate responsibilities, the Board will:

- discharge its duties and responsibilities to the company in accordance with Northern Ireland law. In particular the Companies (Northern Ireland) Order 1986 as amended and consolidated by the Companies (Northern Ireland) Order 1989-1990.
- ensure that the management of the Centre adheres to the rules and guidance outlined in the Management Statement and Financial Memorandum as agreed with both Departments.
- establish the overall strategic direction of the Centre within the policy and resources framework determined by the sponsor Departments;
- constructively challenge the organisation's executive team in their planning, target setting and delivery of performance;
- ensure that the sponsor Departments are informed of any matters, as soon as they are known, which are likely to impact on the strategic direction of the Centre or on the attainability of its targets, and determine the steps needed to deal with such changes;
- ensure that any statutory or administrative requirements for the use of public funds are complied with; that the Centre operates within the limits of its statutory authority and any delegated authority agreed with the sponsor Departments, and in accordance with any other conditions relating to the use of public funds; and that, in reaching decisions, the Centre takes all official guidance into account;
- ensure that the Board receives and reviews regular financial information concerning the management of the Centre; is informed in a timely manner about any concerns about the activities of the Centre; and provides positive assurance to the sponsor Departments that appropriate action has been taken on such concerns;
- demonstrate high standards of corporate governance at all times, including using the independent Audit and Risk Management Committee to help the Board to address the key financial and other risks facing the Centre; and
- appoint, with the sponsor Departments approval, the Centre's Chief Executive and, in consultation with the sponsor Departments, set the terms and conditions of appointment.

Further information about the work of the organisation can be found at www.middletonautism.com

SECTION 3: ROLE PROFILES

Directors

3.1 The role of the Director is to assist the Chairperson and Vice Chairperson in the discharge of their duties.

Through the Chairperson, the Directors are accountable to the DES and DE Ministers and for ensuring that the Centre fulfils the aims and objectives set by the two Departments.

The Responsibilities of the Directors (including Chairperson)

3.2 Individual Directors will act in accordance with their wider responsibilities as Directors of the Centre's Board. They should, in particular:

- contribute to the development of the Centre's strategy;
- challenge and work for consensus in the decision making processes of the Board and ensure decisions take proper account of official guidance;
- contribute to the work associated with the discharge of the organisation's statutory functions;
- act in good faith and in the best interests of the Centre and make a constructive contribution to the work of the Board and its committees;
- build and maintain effective working relationships with DE and DES sponsor Department officials;
- undertake induction and further training and make the commitment of time necessary to fulfill the Director role;
- comply at all times with the Board's Code of Conduct and with the rules and guidance relating to the use of public funds and to conflicts of interest;
- abide by the seven principles of public life, as set by the Committee on Standards in Public Life;
- not misuse information gained in the course of their public service for personal gain or for political profit, nor seek to use the opportunity of public service to promote their private interests or those of connected persons or organisations; and to declare publicly and to the Board any private interests that may be perceived to conflict with their duties;
- comply with the Board's rules on the acceptance of gifts and hospitality, and of business appointments; and
- comply with the Data Protection Act 2018 – General Data Protection Regulation (GDPR) and Freedom of Information Act and all other reasonable requests for information.

The Responsibilities of the Chairperson

3.3. The Chairperson will ensure that the Centre's policies and actions support the wider strategic policies of the sponsor Departments; and that the Centre's affairs are conducted with probity. The Chairperson shares with the other Board Directors the Board's corporate responsibilities and in particular that the Centre discharges its statutory functions and fulfils the aims and objectives set by the sponsor Departments and approved by the DES and DE Ministers. The Chairperson has a particular leadership responsibility on the following matters:

- formulating the Board's strategy and Business Plan;
- ensuring that the Board, in reaching decisions, takes proper account of guidance provided by the sponsor Departments and their Ministers;
- building and maintaining effective working relationships with DE and DES sponsor Department officials, particularly through the Governance and Accountability Review process;
- promoting the efficient, economic and effective use of resources;
- encouraging and delivering high standards of regularity and propriety;
- representing the views of the Board to the general public; and
- ensuring that the Board meets at regular intervals throughout the year and that the minutes of meetings accurately record the decisions taken and, where appropriate, the views of individual Board Directors.

Other responsibilities include:

- ensuring that all Directors of the Board, when taking up office, are fully briefed on the terms of their appointment and on their duties, rights and responsibilities, and receive appropriate induction training, including on the financial management and reporting requirements of public sector bodies and on any differences which may exist between private and public sector practice;
- assessing board performance in accordance with the requirements of the Code of Practice for the Governance of State Bodies (2016) and similar requirements which may be set out by the sponsor Departments.
- advising the sponsor Departments of the needs of the Centre when Board vacancies arise, with a view to ensuring a proper balance of professional and financial expertise

SECTION 4: PERSON SPECIFICATION

The person specification addresses the qualities, experience, and competences sought. The criteria are divided into two groups – essential and desirable.

'Essential' criteria describe what you need to be able to do in order to be effective in the role being filled. 'Desirable' criteria are what may be advantageous for you to

possess, as they may be used to shortlist if there is a large field of eligible candidates meeting all the essential criteria.

The information you provide will be used to determine your suitability for appointment. The sponsor Departments may also seek to bring a wide range of interests and experiences to the membership of the board by drawing in individuals who are not necessarily associated directly with the education service but who have gained their experience from other backgrounds including business or commercial life and/or voluntary service and involvement in the community. Therefore, in your application form, you may use examples from your working or personal life, e.g. part-time activities or leisure activities, including any voluntary or community work you are or have been involved in.

CRITERIA FOR ALL APPLICANTS

Essential Criteria

Applicants for all posts will be expected to meet the same three essential criteria which the sponsor Departments consider provides an appropriate range of skills and experience for effective membership of the Board. In that regard, applicants will be expected to demonstrate evidence that they have the necessary experience, skills or competencies, both in the application form and at interview, to meet the following essential criteria:

- 1. Good Governance:** evidence of ensuring an organisation fulfils its duties and delivers its objectives, ensures the effective use of financial or other resources and effectively manages risks.
- 2. Strategic Decision Making:** evidence of a proven ability to analyse and use evidence to evaluate information and make justifiable decisions to set the strategic direction of and provide effective governance for an organisation.
- 3. Working With Others** – evidence of working with others as part of a team to build and maintain effective relationships, for example as a member of a board or committee.

ADDITIONAL CRITERIA FOR CHAIRPERSON APPLICANTS ONLY

Applicants for the position of Chairperson will also be expected to meet the following additional criterion.

Strategic Leadership – evidence of leading and making a significant contribution to the strategic direction and effective governance of an organisation.

DESIRABLE CRITERIA

Where it is necessary to prepare a shortlist for interview, the desirable criterion below will be applied. It is therefore important that you reflect how, and to what extent, you also meet the desirable criterion and provide evidence drawing on your experience. You should also include dates to detail the length of the experience gained.

Relevant knowledge/experience – provide evidence of your knowledge and experience of special education and autistic spectrum disorders.

SECTION 5: NUMBER OF POSTS, TIME COMMITMENT, REMUNERATION, TERM OF APPOINTMENT AND TRAINING

Number of Posts

The Department is seeking to appoint:

- a Chairperson; and
- 4 Directors.

Time commitment

The Chairperson and Directors are expected to make the commitment of time necessary to fulfil their role on the Board and any associated committees. Therefore, the successful appointees will be expected to attend board meetings, committee meetings and other events, including any evening meetings and public occasions. By applying for the post it is assumed that you can make this commitment.

The Board normally meets every six weeks, and its committees at regular intervals throughout the year and, factoring in the need for attendance at other events, including any evening meetings and public occasions, the expected time commitment is equivalent to:

- approximately 2-3 days per month for the Chairperson; and
- 1-2 days per month for Directors.

Board meetings and committee meetings are normally held during business hours.

Remuneration

The remuneration of the Chairperson is based on a daily rate of £230 (or Euro equivalent) and Directors on a daily rate of £160 (or Euro equivalent), plus relevant travel expenses, based on DPER Civil Service rates. Processing of remuneration is the responsibility of the Centre and will be paid on submission of the appropriate claim form. The posts of Chairperson and Directors are non-pensionable.

Remuneration is taxable and it is the responsibility of the Centre to apply PAYE deductions in respect of Income Tax and National Insurance, unless instructed to the contrary by the Inland Revenue. If appropriate, it will be for you to arrange exception from National Insurance contributions by contacting HM Revenue and Customs. There are no pension scheme arrangements in place for the Centre's Directors.

Term of Appointment

The term of appointment for all posts will be from the date of appointment until 15 March 2022 (unless terminated before that time), following which, subject to a satisfactory performance assessment, Directors may be eligible for re-appointment.

Location

The Centre is located and holds all meetings at 35 Church Street, Middletown, Co Armagh, BT60 4HZ. The location of individual Board and committee meetings may vary.

Training

Successful applicants will be required to attend induction training and any further training events which are considered necessary.

Assistance for Directors with Disabilities

Every effort will be made to provide whatever reasonable support any Director may need to help them carry out their duties.

SECTION 6: APPLICATION AND SELECTION PROCESS

Submitting your Application

Before submitting your expression of interest, you should consider carefully how your background and experience fits with the specific appointment criteria set out in the Person Specification section of this booklet.

Please give careful consideration to the possibility of any legal impediments or 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 by the Minister.

Your submission should be made via email to Sean.Henehan@Education.gov.ie together with your **Curriculum Vitae** and a completed application form which is available through the following link: <https://www.education.ie/en/The-Department/Announcements/application-form-for-appointments-to-the-board-of-the-middletown-centre-for-autism.docx>.

IMPORTANT NOTE

Please take care when submitting your application. 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:

- *Ensure your Application Form (and supporting CV) clearly specifies how your particular background and experience meets the criteria for the post(s) specified in this booklet*

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 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 Sean.Henehan@Education.gov.ie.

Assessment Process

An Assessment Panel (the “Panel”) will be convened 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:
 - Consideration of the written applications; and/or
 - Meeting/conference call; and/or
 - Referee checks; and/or
 - Any other selection or verification method deemed appropriate (this may include 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 of Education and Skills.

Please note that the Department of Education and Skills will not be responsible for any expenses incurred by candidates as part of our selection process

SECTION 7: CONFIDENTIALITY AND DATA PROTECTION

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.

Department Of Education and Skills Privacy Statement for Applicants

Purpose of Processing

The Department of Education and Skills (DES) fills vacant positions through the following sources:

- The Public Appointments Service
- Internal competition
- Secondment
- Civil Service Mobility
- Head to head transfer
- Redeployment
- Open Competition

This Applicant Privacy Statement had been produced for applicants applying for positions in DES and further information on the General Data Protection Regulation “GDPR” and Subject Access Requests can be found at <https://www.education.ie/en/The-Department/Data-Protection/>

When applying for a position within the DES, applicants will be asked to submit a range of documents, e.g., contact information, application form, CV and/or cover letter/personal statement.

There is a legal basis for processing this data and the data is also shared as necessary, see below.

Recipient/Shared With	Reason
DES	DES stores your application and contact information and corresponds with you as applicant. Should you be successful, further information may be required for appointment to the board.
Selection Board	Information such as application form and CV is shared with the selection board for the shortlisting and interview process. When the selection/interview process is complete, the Board will return the information provided to them to the DES.
DES Management	Application data may also be used for statistical analysis and research. For this purpose the data will be aggregated and measures such as data minimisation or pseudonymisation will be applied to any personal data.

DES is fully aware of GDPR requirements and all related data is managed in compliance with the relevant regulations. For successful candidates, their application

and any related paperwork may be retained for the duration of their term on the board and as necessary for a period thereafter. For unsuccessful candidates, applications and correspondence shall be retained for 6 months, or where panels are formed, 6 months after the panel expires. Where any data is retained this will be managed by the DES. All data will be treated in confidence and all appropriate security measures will be applied.

Applicants Entitlements

Access: Applicants can request and receive access to their data at any time and can request and receive a copy of this data, in electronic/transferrable format.

Rectification: Applicants can have any incorrect information corrected.

Erasure: Applicants can request the data held be erased. However, if the retention period is still applicable it may not be possible to accede to any request to erase personal data.

Objection: Applications can object to this information being processed.

Complain: Applicants can make a complaint to our internal Data Protection Officer "DPO" (contact details below) and/or make a complaint to the relevant authority the Data Protection Commission in Ireland.

DES DPO Contact Details

Email: dpo@education.gov.ie

Or

Data Protection Officer,
Department of Education and Skills,
Cornamaddy,
Athlone,
Co Westmeath.

DES HR Data Controller Contact Details

The HR Manager is the Data Controller for the purposes of recruitment.

Email: david.gordon@education.gov.ie

Or

David Gordon,
HR Manager,
Department Of Education and Skills,
Marlborough Street,
Dublin 1

For Further information on Data Protection:

- The website of the Data Protection Commissioner – www.dataprotection.ie or
- Make contact with the Office of the Data Protection Commissioner by phone on Telephone 1890 252231 or by email on info@dataprotection.ie.