

Appointment to the Board of the Veterinary Council of Ireland

Closing Date: 15:00 on Tuesday 1st October 2019

**State Boards Division
Public Appointments Service
Chapter House, 26 – 30 Abbey Street Upper, Dublin 1**

Telephone Number: 353 1 858 7441

Email: info@stateboards.ie

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 the Veterinary Council of Ireland

Location:	53 Landsdowne Road, Ballsbridge, Dublin 4
Number of Vacancies:	1
Remuneration:	Nil. Travel and subsistence is payable at appropriate Civil Service rates.
Time Requirements:	Approximately 8 three quarter day meetings per annum which would require 2/3 hours preparatory work. Participation on a minimum of two committees of Council is requested, with time associated with the work of Committee varying dependant on the nature of the Committee. Each of which meet in the region of 2–4 times per year, with 2-3 hours preparatory work. (Details of Committees can be found in Section 2).

Applicants are advised that there is a significant time investment required by all members of the Council, and should ensure that they are available to commit to the time required.

Candidates' attention is also drawn to the provisions of the Code in relation to Audit and Risk Committee membership which can be found [here](#).

1. Background

The Veterinary Council of Ireland (the Council) is a statutory body established under the Veterinary Practice Act 2005. The Council dates from 1931 when it was originally established under the Veterinary Surgeons Act, 1931. The Council came into being on 1st January 2006 and operates under the Veterinary Practice, Act 2005 (as amended). The Veterinary Practice (Amendment) Act, 2012 came into effect from 18th July 2012 and amends sections of the 2005 Act as well as providing for further regulations. The Council's parent government department is the Department of Agriculture, Food and the Marine.

The principal function of the Veterinary Council under the Act is to regulate and manage the practice of veterinary medicine and veterinary nursing in the State. At present, over 2900 veterinary practitioners and over 900 veterinary nurses are registered to practise by the Council. The Council discharges its functions mainly through:

- Specifying educational requirements and standards necessary for qualification in veterinary medicine or veterinary nursing, and approving programmes of education that meet these standards. At present, the School of Veterinary Medicine in University College Dublin offers a qualification in veterinary medicine, while there are five veterinary nursing courses approved by the Council.
- Establishing and maintaining registers of veterinary practitioners and veterinary nurses. Registration to practise is renewable annually.
- Maintaining up-to-date codes of professional conduct for veterinary practitioners

- and veterinary nurses.
- Specifying standards and approving programmes of continuing veterinary education. Mandatory continuing veterinary education (CVE) achievement is required by all registrants annually.
 - Conducting inquiries into the fitness to practise of veterinary practitioners and veterinary nurses, and imposing sanctions.
 - Inspecting and accrediting veterinary premises.
 - The Council also acts as the competent authority in relation to mutual recognition of veterinary qualifications obtained in, or recognised by EU Member States and other appropriate bodies such as the American Veterinary Medicine Association (AVMA) and the Australian Veterinary Boards Council (AVBC).

The Council is funded through income from registration fees and licence to practise fees, which it sets in respect of veterinary practitioners, veterinary nurses and veterinary premises.

For more information on the Veterinary Council please see their website www.vci.ie.

2. Functions of the Board

The Council relies heavily on the active involvement of its Council members to carry out its functions under the Veterinary Practice Act which are set out above. Council is currently in the process of designing their statement of strategy 2019-2023:

The day to day work of the Council is carried out under the management of the Registrar. Major decisions and the exercise of statutory powers are undertaken by full sessions of the Council, but much of the preparatory work is entrusted to committees of the Council.

Members of the Council will be required to attend approximately 8 Council meetings a year. In addition, members will sit on at least 2 committees.

The following Committees of the Board have been established:

Committee		Functions
Veterinary Education and Training	VETC*	<ul style="list-style-type: none"> • specifying standards and approving programmes of education/further education • acting as the competent authority recognising veterinary qualifications
Fitness to Practise	FTPC*	<ul style="list-style-type: none"> • holding inquiries into the fitness to practise (the time associated with any hearing is determined by the details of the matter under consideration)
Preliminary Investigation	PIC*	<ul style="list-style-type: none"> • considering complaints and decides whether an inquiry should be held
Veterinary Nursing	VNC	<ul style="list-style-type: none"> • ensuring education and registration of veterinary nurses is in accordance with the Act • exploring ways of promoting/developing the practice of veterinary nursing

Legislation and Ethics	LEC	<ul style="list-style-type: none"> reviewing the implications of legislative and ethical matters affecting Council establishing/maintaining codes of professional conduct for registered persons
Practice Premises	PPC	<ul style="list-style-type: none"> specifying/reviewing standards of veterinary premises in the State reviewing applications for Certificates of Suitability
Audit & Finance	AFC	<ul style="list-style-type: none"> reporting on all financial aspects of the Council's functions ensuring adequate internal controls and compliance with the Code of Practice
Conjoint		<ul style="list-style-type: none"> promoting the practice of veterinary medicine (in particular, National and European veterinary matters)

Current membership of the Board:

Name	First Appointed	Reappointed	Expiry Date	Position type	Basis of appointment
Alison Reynolds	01/01/2018		31/12/2021	Board Member	Appointed by Minister following nomination from a prescribed body under the Act
Bert Stewart	07/01/2018		31/12/2021	Board Member	PAS process
Vacancy			31/12/2021	Board Member	PAS/ Appointed by Minister
Edward Moffitt	01/01/2018		31/12/2021	Board Member	Appointed by Minister following an election among registered veterinary practitioners under the Act
Eoin Ryan	01/01/2018		31/12/2021	Board Member	Appointed by Minister following an election among registered veterinary practitioners under the Act
Fiona Linnane	13/06/2018		31/12/2021	Board Member	Appointed by the Minister
James McManus	01/01/2016		31/12/2019	Board Member	Elected under the Veterinary Council
Joanne Gallagher	01/01/2018		31/12/2021	Board Member	Nominated by the Minister for Education and Skills under the Act
John Matthews	01/01/2018		31/12/2021	Board Member	Appointed by Minister following nomination from a prescribed body under the Act
John O'Brien	07/01/2018		31/12/2021	Board Member	PAS process
Kevin Anthony McConnell	01/01/2018		31/12/2021	Board Member	Appointed by Minister following an election among registered veterinary practitioners under the Act

Name	First Appointed	Reappointed	Expiry Date	Position type	Basis of appointment
Michael Sadlier	01/01/2012	01/01/2016	31/12/2019	Board Member	Appointed by Minister following an election among registered veterinary practitioners under the Act
Patrick G. Cusack	01/01/2016		31/12/2019	Board Member	Elected under the Veterinary Council
Paula Barry Walsh	01/01/2018		31/12/2021	Board Member	Appointed by Minister
Peadar Ó Scanail	01/01/2012	01/01/2016	31/12/2019	Chair	Appointed by Minister following an election among registered veterinary practitioners under the Act. Elected President by Council members on 22/01/18
Rachel Brown	01/01/2018		31/12/2021	Board Member	Appointed by Minister following an election among registered veterinary practitioners under the Act
Vivienne Duggan	01/01/2018		31/12/2021	Board Member	Appointed by Minister following nomination from a prescribed body under the Act
William Cashman	01/01/2014	01/01/2018	31/12/2021	Board Member	Appointed by Minister following an election among registered veterinary practitioners under the Act
Áilís Ní Riain	07/01/2018		31/12/2021	Board Member	PAS process

3. Person Specification

In accordance with Section 16 (1) of the Veterinary Practice Act 2005 (as amended) those applying for this vacancy, must not be registered or be entitled to be registered on the Register of Veterinary Practitioners.

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](#).

The Minister for Agriculture, Food and the Marine invites applications from suitably qualified candidates to fill one position on the Board of the Veterinary Council of Ireland.

Essential

Candidates must demonstrate in their application evidence of senior management and legal experience, ideally in a statutory regulated or professional environment which would demonstrate a commitment to consumer service and/or consumer protection.

Desirable

- Experience in regulatory and disciplinary functions;
- Experience in financial management/risk management;
- Previous Board experience.
- A relevant qualification

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 legal impediment or 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 Council are for 4 years, however, in accordance with Schedule 2 (15) of the Veterinary Practice Act 2005, as this is a vacancy arising due to the departure of current Council member, the appointee shall hold office for the remainder of the term of office of the departing member, that is to 31/12/2021.

- A member of the Council, may resign his or her membership of the Council by notice in writing to the President of the Council and the resignation shall take effect on receipt of the notice by the President of the Council.
- In accordance with Schedule 2 (12) Members of the Council shall not be appointed to serve more than 2 consecutive terms of office. Section 4.5 of the Code states that consistent with best corporate governance practice, no member of a State Board should serve more than 2 full terms of appointment on that Board. If exceptionally, it is decided that a Board member should serve a further additional Board term, this requires Ministerial approval.
- The roles and responsibilities of Council Members are described in Section 13 of the Veterinary Practice Act 2005.

Under Section 28 of the Act, a Council member shall cease to be a member of the Council if he or she:

- (a) is nominated as a member of Seanad Eireann,
- (b) is elected as a member of either House of the Oireachtas or the European Parliament, or

- (c) is regarded pursuant to Part XIII of the Second Schedule to the European Parliament Elections Act 1997, as having been elected to the European Parliament to fill a vacancy.

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
 - Meeting/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 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.