

Appointment of a Chairperson and Members to the Board of Leopardstown Park Hospital

Closing Date: 15:00 on Friday 16th October 2020

**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.

Appointment of a Chairperson and Members to the Board of Leopardstown Park Hospital

Location:	Leopardstown Park Hospital, Dublin
Number of Vacancies:	5
Remuneration:	Nil. Travel and subsistence is payable at appropriate civil service rates.
Time Commitment:	Approximately 8 half day meetings per annum and a half day preparation time for each meeting is required. Committee meetings are half day meetings and approximately 12 hours per annum would be required with a half day preparation for each meeting.

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

Leopardstown Park Hospital was originally established under a Deed of Trust in 1917 to provide residential care for former members of the UK armed forces living in Ireland.

The provisions of the Deed of Trust were most recently amended by the Health (Miscellaneous Provisions) Act, 2007 to allow the hospital to provide a full range of allied health services on behalf of the HSE.

The administration of the hospital has substantially changed since its inception.

In 1979 the Leopardstown Park Hospital Board Establishment Order was signed. This provided for the establishment of a Board of Management which took over responsibility for the administration of the hospital under licence from the Trustees

2. Functions of the Board

The functions of the Board are to conduct and manage the hospital; to provide such services and facilities at the hospital as may, from time to time, be approved by the Health Service Executive, after consultation with the Board; and to provide for the maintenance of the hospital. The Board consists of a Chairman and 6 members. The Establishment Order provides that the Chairman of the Board shall be a member of the Board appointed by the Minister to be Chairman. Board members are appointed for a term of office of 5 years.

Further information can be found at <http://www.lph.ie/>.

Current membership of the Board:

Name	First Appointed	Reappointed	Expiry Date	Position type	Basis of appointment
Denis Duff	16/02/2015	15/09/2015	04/09/2020	Board Member	Nominated and appointed by the Minister for Health following PAS Process
Dermot Magan	24/03/2009	15/09/2015	04/09/2020	Board Member	Nominated and appointed by the Minister for Health following PAS Process
Diane Duggan	24/03/2009	15/09/2015	04/09/2020	Board Member	Nominated and appointed by the Minister for Health
Elizabeth Cogan	05/09/2010	15/09/2015	04/09/2020	Board Member	Nominated and appointed by the Minister for Health
Eugene Magee	24/03/2009	05/09/2015	04/09/2020	Chair	Nominated and appointed by the Minister for Health
Frances Ní Fhlannchadha	16/02/2015	15/09/2015	04/09/2020	Board Member	Nominated and appointed by the Minister for Health following PAS Process
Helen O'Neill	14/02/2014	15/09/2015	04/09/2020	Board Member	Nominated and appointed by the Minister for Health

3. Person Specification

The Minister for Health invites applications from suitably qualified candidates to fill 5 positions, including that of Chairperson, on the Board of Leopardstown Park Hospital.

Chairperson

As Chairperson of Leopardstown Park Hospital Board you will have a key role in the development and implementation of effective corporate and clinical governance in the Hospital along with oversight of the systems of quality and safety of systems of care in place for patients at the hospital.

You will work with the Board, the Chief Executive and the Hospital management team. You will have regular meetings with the CEO and be available to attend formal Hospital functions. In particular your role will need to ensure that services are managed and developed in line with the Standards for Safer Better Healthcare. Other responsibilities of your role will be to:

- (i) Seek assurances from the Executive as to the demonstrable effectiveness of the quality, safety and timeliness of the services delivered and the robustness of the financial, corporate and clinical risk management in the Hospital;
- (ii) Guide the Chief Executive and Hospital management team in:

- a. Developing the Hospital as a leading healthcare organisation, improving health outcomes through collaboration and innovation.
 - c. Developing a collaborative working relationship with other hospitals
 - e. Developing a collaborative working relationship with colleagues in primary, community and social care to deliver a more integrated approach to meet the health needs of the population.
- (iii) Ensure compliance with Government policy and good governance of the Hospital in accordance with all relevant national policies and standards;
- (iv) Ensure the Board places the highest value on service to residents, patients and clients;
- (v) Ensure the Board and Executive foster strong and vibrant links with academic partners and encourage an open culture of learning and evidence-based enquiry;
- (vi) Lead the Board and Executive in creating an environment which will facilitate the recruitment and retention of high quality clinical, administrative, support and managerial staff in the Hospital.

Candidates' attention is drawn to the general details of the role of Chairperson as set out on page 19 of the Code which can be found [here](#). The Principle states:-

- The Chairperson is responsible for leadership of the Board 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 State body and for the tone of discussions at Board level.

Essential Criteria:

The Chairperson should have:

- Proven ability demonstrated by significant relevant experience at a sufficiently senior level in at least one of the following:
 - Governance;
 - Planning and Change Management; and / or,
 - Irish and International Healthcare Systems.
- Evidence of leadership experience at a sufficiently senior level which demonstrates the ability to chair a Board which oversees the delivery of complex services and change, to ensure that the Board guides, challenges and supports the CEO and Executive management team to deliver services and major change whilst holding them to account in doing so; and,
- Significant experience as a Board Member.

Ordinary Member

Candidates must demonstrate in their application evidence of extensive experience in one or more of the following areas:

Accounting and Audit

Candidates for this role must have audit or accountancy experience at an appropriately senior level which demonstrates robust understanding and interrogation of financial performance and sound application of financial and budgetary management principles.

Legal Experience

Candidates for this role must demonstrate evidence of professional legal experience, at an appropriately senior level which demonstrates experience in the practice of law, ideally including employment law.

Corporate Governance and Compliance

Candidates must demonstrate in their application evidence of a career history which demonstrates strong corporate governance skills at an appropriately senior level in a complex organisation of scale or equivalent business experience and demonstrate an understanding of the principles of corporate risk and the Board's role in establishing and overseeing risk management structures. This would include the capacity to quickly understand the complex clinical, legal, regulatory and public administration environment in which the Board will function.

Sectoral Knowledge

Candidates for this role must demonstrate evidence of significant sectoral knowledge and experience which would demonstrate an understanding and appreciation in one or more of the following:

- Care of older people
- Residential care
- The regulatory environment in which the hospital operates
- Rehabilitation
- Integration between acute and community services

Desirable: The following criteria are also desirable but not essential:

- Previous experience on a board, including a hospital or state board.
- Relevant qualification and/or membership of a relevant professional body
- Project Management experience
- Communications/Marketing & media/PR
- Military veterans with experience commensurate with the history of the hospital

Candidates' 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 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 Board will be for an initial period of 5 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 Code of Practice for the Governance of State Bodies 2016 which is available here [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 application, 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.