

**Appointment to the Board of the National Treatment Purchase Fund**

**Closing Date: 15:00 on Tuesday 5<sup>th</sup> January 2020**

**State Boards Division  
Public Appointments Service  
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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](http://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 to the Board of the National Treatment Purchase Fund

- Location:** Ashford House, Tara Street, Dublin 2
- Number of Vacancies:** 1 current. 3 further vacancies arising in the coming year will be filled from this campaign.
- Remuneration:** €7,695. (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:** 10 Board meetings per annum which would require approximately 2 hours to prepare for. Meetings last approximately 2 hours. There are two sub-committees, Audit & Risk Committee and a Strategy Committee which the successful applicants may be required to sit on. There are c.9-10 committee meetings per annum.

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 NTPF was established by Statutory Instrument S.I. No. 179 of 2004 – The National Treatment Purchase Fund Board (Establishment) Order, 2004.

The NTPF's key functions are:

1. To make arrangements with persons, whether resident in the State or elsewhere, for the provision or hospital treatment to such classes of persons as may be determined by the Minister, from time to time;
2. To collect, collate and validate information in relation to persons waiting for hospital treatment and to put in place information systems and procedures for that purpose;
3. To furnish whenever it is so required by the Minister or on its own initiative, advice to the Minister on issues relating to its functions under this article; and
4. To perform any other function in relation to the purchase of hospital treatment that the Minister may from time to time assign to it.

In addition, the Nursing Home Support Scheme Act, 2009 amended the Establishment Order to include the following additional purpose:

5. To make arrangements with a person it considers to be appropriate, being proprietor of a nursing home, relating to the price at which long-term residential care services will be provided by such persons requiring such services, and who are in receipt of financial support under the Nursing Homes Support Scheme Act 2009.

The strategic intent is outlined in the NTPF's Strategy and Action Plan 2017-2019 ([http://www.ntpf.ie/home/pdf/strategy\\_action\\_plan.pdf](http://www.ntpf.ie/home/pdf/strategy_action_plan.pdf)). A Strategic Plan for 2020-2022 is currently being finalised. The current NPTF objectives include the following:

- Supporting the HSE in the delivery of improved waiting times for scheduled care, particularly in relation to the management of inpatient, daycase and outpatient waiting lists in line with the increased Budget allocation for the coming years;
- To publish and share quality assured waiting list information in relation to public health services;
- To develop performance improvement tools for the operational management of patient treatment pathways in the public health system;
- To provide advisory expertise to the public health service in relation to patient treatment pathways;
- Negotiating pricing agreements and the purchase of quality care from providers on behalf of the State; and
- To ensure a sustainable and fair market for Long-term Residential Care with sufficient capacity to meet the requirements of those who require such care.
- To ensure that the NTPF governance and operational infrastructure are fit for purpose in delivering and communicating our strategic objectives.

## **2. Functions of the Board**

The Board is collectively responsible for the long-term sustainability of the NTPF and for delivering the Strategy and Action Plan with the support of the Executive.

The Board must:

- exercise authority assertively and constructively,
- demonstrate a capacity to think strategically and creatively,
- be financially literate,
- consider issues impartially and objectively, and
- be committed to the highest standards of integrity and governance.

In particular, the Board will be expected to:

- ensure compliance with statutory requirements and with Government policy,
- promote the primacy of patient care through a culture that is co-operative, open and transparent, positive and values-based,
- hold the Executive to account regarding the robustness of the financial, corporate and risk management functions of the NTPF,
- assess the performance indicators reported to the Board by the Executive and constructively challenge variance and/or poor performance,
- participate in Board Committees established by the Board and in a way that makes best use of the experience of Board Members,
- oversee the development of relationships with all key stakeholders including the Department of Health; the HSE; primary, community and social care providers; patient representative groups,

- where appropriate, develop relationships with research institutes, research funding agencies and professional bodies.

The above description of duties/responsibilities is not intended to be a comprehensive list of all duties involved and consequently, a Board Member may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the Board and organisation while in office.

Further information can be found at <https://www.ntpf.ie/home/>.

Current membership of the Board:

Name	First Appointed	Reappointed	Expiry Date	Position type	Basis of appointment
Anne Stewart	25/05/2017	25/05/2020	24/05/2023	Board Member	Nominated and Appointed by the Minister for Health
Brendan O'Donoghue	28/02/2014	28/02/2020	27/02/2021	Board Member	Nominated and appointed by the Minister for Health
Jack Nagle	28/02/2014	28/02/2020	27/02/2021	Board Member	Nominated and appointed by the Minister for Health
James Melly	28/02/2014	28/02/2020	27/02/2023	Board Member	Nominated and appointed by the Minister for Health
John Horan	03/06/2007	03/06/2017	02/06/2021	Chair	Nominated and appointed by the Minister for Health
Patricia Byron	25/05/2017	25/05/2020	24/05/2023	Board Member	Nominated and Appointed by the Minister for Health
Patrick Gibbons	28/02/2014	28/02/2020	27/02/2023	Board Member	Nominated and appointed by the Minister for Health
Terence McWade	28/02/2014	28/02/2020	27/02/2023	Board Member	Nominated and appointed by the Minister for Health
Current Vacancy					

### 3. Person Specification

The Minister for Health invites applications from suitably qualified candidates to fill one immediate vacancy and three additional vacancies that will arise on the Board of the National Treatment Purchase Fund.

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](#).

## **Current Vacancy - Essential**

Candidates must demonstrate in their application evidence of experience at an appropriately senior level of at least two or more of the following: -

- Accountancy
- Audit
- Risk management with particular focus on the healthcare sector and public sector bodies.
- Financial planning
- The presentation and interpretation of financial performance.
- A demonstrable capacity to understand the economics of health care and the budgets required to achieve the organisation's mission.

## **Desirable**

- ICT
- Relevant qualification and/or membership of a relevant professional body
- Previous Board experience

## **Future Vacancies**

Three board vacancies will arise in the coming year. Candidates should have a career history at a sufficiently senior level in a complex organisation of scale or equivalent business experience which would provide evidence of a mix of the following competencies. Members of the Board would be expected to have experience and expertise in at least one essential area.

## **Essential**

### **i. Procurement**

Candidates must have a career history that demonstrates experience at a senior level in procurement models and expertise in current rules and regulations, with particular focus on probity and value for money.

### **ii. ICT**

Candidates must have a career history at a senior level which demonstrates experience in ICT and the presentation and interpretation of large scale datasets. He/she will demonstrate a capacity to understand how ICT can be best deployed towards the development of improved data collection, management and publication.

### **iii. Regulatory Compliance**

Candidates must have a career history which demonstrates experience in the area of regulatory compliance. This would include the capacity to quickly understand the complex clinical, legal, and regulatory environment in which the Board will function.

### **iv. Sectoral Knowledge**

Candidates for this role must demonstrate evidence of significant sectoral knowledge and experience which would demonstrate an understanding and appreciation of healthcare and the role of the NTPF.

### **Desirable Criteria for Future Board Vacancies**

- Communications/Marketing & media/PR
- Human Resources
- Previous Experience of Board membership

The Minister shall have regard to the desirability for gender balance, diversity and inclusion on the Board as the Minister considers appropriate and determines from time to time when making appointments, in line with the updated Code.

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 3 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 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](http://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](mailto:info@stateboards.ie).

## **6. 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.

## **7. 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.

## **8. 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](http://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](http://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.