

**Appointment of a Chairperson and Ordinary Members to the  
Greyhound Racing Appeal Committee of Rásaíocht Con Éireann**

**Closing Date: 15:00 on Tuesday 09<sup>th</sup> of November**

**State Board Division  
Public Appointments Service  
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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, stateboards.ie 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 Board/Committees**

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 and Statutory Committees 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 Board/Committees, and the relevant management team, are accountable for the proper management of the organisation.

Committee 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 please refer to 13.2 of the Guidelines on Appointments to State Boards and to the Terms of Appointment section below.

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 or Statutory Committee 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 Ordinary Members to the  
Greyhound Racing Appeal Committee of the Rásaíocht Con Éireann**

<b>Location:</b>	Limerick
<b>Number of Vacancies:</b>	Chairperson & 2 Members
<b>Remuneration:</b>	Chairperson €4,500 per annum Ordinary Member €3,600 per annum . (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/Committee fees, save for situations that are statutorily provided for e.g. Worker Directors). Travel and Subsistence is paid at Civil Service rates.
<b>Time Requirements:</b>	As required, with 6 meetings per annum of c.3.5 hour's duration. Half day preparation time for each meeting

## **1. Background**

Rásaíocht Con Éireann (RCÉ), Greyhound Racing Ireland, is a commercial semi-state body which is responsible for the control, regulation, development and promotion of the greyhound industry in Ireland. The Head Office function is located at Green Park, Dock Road, Limerick. RCÉ was established by the Irish Government with the enactment of the Greyhound Industry Act 1958.

RCÉ has licensed a total of 14 tracks in Ireland of which 9 are directly operated by RCÉ and the remainder are operated by private enterprise. RCÉ operates Tote betting and other facilities at all greyhound tracks. RCÉ under its subsidiary company Event Hospitality Services operates bars, fast food outlets and high-quality restaurants in 8 of its developed stadia.

Employing over 700 people both in full time and part time roles throughout the country and an annual turnover of circa €40 million, RCÉ, through its activities, is a significant contributor to economic, social and cultural activity, particularly in rural areas. Funds generated from racing activities are reinvested in the greyhound racing and breeding industry including the promotion of greyhound welfare, the regulation of the industry and including the operation of the national drug testing laboratory which is located in Limerick.

## **2. Functions of the Committees**

The Greyhound Racing Ireland Act 2019 provides for the establishment of a Greyhound Racing Control Committee. It is the function of the Committee to decide if there has been a sanction breach of the Racing Code, which Code means the governance and regulation of greyhound racing and the greyhound industry under the Greyhound Racing Acts 1958 to 2019.

The Committee is independent in the performance of its functions. A decision of the Control Committee may be appealed to the Appeal Committee.

The Greyhound Racing Appeal Committee determines appeals pertaining to decisions of the Greyhound Racing Control Committee and relating to certain decisions of the Board.

### **3. Person Specification**

The Minister for Agriculture, Food and the Marine invites applications from suitably qualified candidates to fill three vacancies on the Greyhound Racing Appeal Committee of Rásaíocht Con Éireann.

Details on the role of Appeal Committee Members as stated in the Greyhound Industry Act 1958 (amended) can be found [here](#)

The Chairperson will be responsible for:

- The leadership of the Committee and organising the business of the Committee, ensuring its effectiveness and setting its agenda.
- facilitating the effective contribution of all members and ensure that members receive relevant, accurate and timely information.

#### **Essential:**

Candidates must demonstrate in their application evidence at an appropriately senior level of experience/skills in at least **one** of the categories below: -

#### **Greyhound Racing Appeal Committee**

##### **(A) Legal (Chair)**

- Be a practicing barrister or solicitor of at least 7 years standing
- Evidence of an understanding of the legal provisions governing greyhound racing and Rásaíocht Con Éireann

##### **(B) Veterinary**

- Be a veterinary practitioner of at least seven years' standing and be registered or eligible for registration with the Veterinary Council of Ireland
- Knowledge of doping and medication controls in the industry and the welfare of greyhounds
- Understanding of the regulation of veterinary medicines and prohibited substances and of detection methods associated with such regulation

##### **(C) General**

- upholding public interest and contributing to public accountability, in particular in a regulatory environment
- evidence of commercial acumen in areas of governance and regulation
- a proven ability to analyse and constructively challenge large amounts of information

#### **Desirable**

- Previous experience of Board or Committee membership
- Experience of regulatory environments and regulatory matters generally.

Candidates must not have any conflicts of interest likely to interfere with his/her ability to assume the role of a Committee member.

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 Chairperson/Member of the Committee. 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.

The Minister encourages applications from diverse, qualified candidates to ensure the Committee is a true reflection of Irish society” and shall have regard to the desirability for gender balance, diversity and inclusion on the Committee as the Minister considers appropriate and determines from time to time when making appointments, in line with the updated Code.

[Please also note Disclosure of interests which are outlined in Part 2, Section 12 of the Greyhound Racing Act, 2019 here](#)

#### **4. Term of Appointment**

Appointments to the Committee will be for an initial period of 5 years with an option to extend the term of engagement for a second five year term, subject to:

- A member may at any time be removed from office by the Minister if, in the opinion of the Minister, he or she has become incapable through ill-health of effectively performing his or her functions or has committed stated misbehaviour
- A member of the Committee may resign his or her membership of the Committee 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
- A member of the Board, an office holder in the Club or member of the Control Committee shall not be a member of the Appeal Committee

#### **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/Committee, 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.stateBoard.ie](http://www.stateBoard.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/Committee. **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 Committee.

## 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.