



Appointments to the Advisory Committee on Small Public Service Vehicles (Taxi Advisory Committee)

Closing Date: Midnight on 21 December 2015

**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, 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.

The [Code of Practice for the Governance of State Bodies](#) 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 Advisory Committee on Small Public Service Vehicles (Taxi Advisory Committee)

Location:	Dublin
Number of Vacancies:	3 Ordinary Members
Remuneration:	Nil but travel and subsistence are payable at the appropriate rate.
Time Requirements:	Approximately 11 two-hour meetings per annum

1. Background

The Advisory Committee on Small Public Service Vehicles (the “Advisory Committee”), commonly referred to as the Taxi Advisory Committee, is an independent body established and operated under the provisions of [Section 72 of the Taxi Regulation Act 2013](#). Its primary function is to provide advice to the National Transport Authority (NTA) and to the Minister for Transport, Tourism and Sport, as appropriate, in relation to issues relevant to small public service vehicles and their drivers.

Small public service vehicles comprise taxis, hackneys and limousines. Under the provisions of the [Taxi Regulation Act 2013](#), the NTA is the licensing authority in respect of small public service vehicles, while An Garda Síochána is the licensing authority for drivers of small public service vehicles. In addition, the Authority administers certain of the procedural aspects of the driver licensing function, for example the testing of prospective drivers’ industry knowledge and area knowledge.

2. Functions of the Committee and legislative provisions

Section 73 of the Taxi Regulation Act 2013 provides specifically that the Advisory Committee may provide advice from time to time -

- (a) to the NTA in relation to—
- i. proposals for licensing or regulations or codes of practice related to small public service vehicles and their drivers, submitted by the NTA to the Advisory Committee for advice,
 - ii. matters relating to the delivery of quality services by small public service vehicles and their drivers,

- iii. the preparation and review of the draft integrated implementation plan under section 13 of the Dublin Transport Authority Act 2008 in relation to issues relevant to the small public service vehicle industry, and
- iv. any other matters related to the functions of the NTA or which the NTA submits to the Advisory Committee for advice, other than matters related to decisions of the NTA in individual cases,

(b) and to the Minister in relation to—

- i. policy relevant to small public service vehicles and their drivers,
- ii. proposals for legislation or regulations in relation to the small public service vehicle industry submitted by the Minister to the Advisory Committee for advice,
- iii. the assignment of specific functions relating to small public service vehicles and their drivers to the NTA, and
- iv. any other matter which, in the opinion of the Advisory Committee, is relevant to the effective performance by the Advisory Committee or by the NTA of its functions or which the Minister submits to the Advisory Committee for advice.

The Taxi Regulation Act 2013 also provides that the NTA may consult with or seek the advice of the Advisory Committee on any matter relating to small public service vehicles and their drivers or to the effective performance by the NTA of its functions. Additionally, it provides that the Minister may consult with or seek the advice of the Advisory Committee on any matter arising in relation to his or her functions with respect to small public service vehicles and their drivers.

The Advisory Committee comprises a chairperson and 17 ordinary members. Section 72(4) provides for specific sectoral interests to be represented on the Advisory Committee, in addition to a number of people who have a special interest or expertise in matters relating to the functions of the NTA, the Advisory Committee or related matters.

The current vacancies arise under Section 72(4)(i) which states that the Minister may appoint:

“...at least 4 other persons, who, in the opinion of the Minister, have a special interest or expertise in matters relating to the functions of the Authority, the Advisory Committee or related matters.”

The current composition of the Committee is:

Name	Appointed	Position type
Pat Byrne	14/10/2015	Chairperson
Cornelius O'Donohue	14/10/2015	Ordinary Member
Declan Wallace	14/10/2015	Ordinary Member
Gerard Macken	14/10/2015	Ordinary Member
Martin Plummer	14/10/2015	Ordinary Member
Michael Kilcoyne	14/10/2015	Ordinary Member
Joe Herron	14/10/2015	Ordinary Member
Mike Jones	14/10/2015	Ordinary Member
Mairead Hayes	14/10/2015	Ordinary Member
Al Ryan	14/10/2015	Ordinary Member

Robert Lynch	14/10/2015	Ordinary Member
Shane Hogan	14/10/2015	Ordinary Member
Stephen Cluskey	14/10/2015	Ordinary Member
David McGuinness	19/11/2015	Ordinary Member

3. Person Specification

The Minister for Transport, Tourism and Sport welcomes applications representative of the diversity of the Irish population, particularly reflecting gender balance and urban/rural representation from suitably qualified candidates for the three vacancies on the Taxi Advisory Committee. Appointments will be made with regard to diversity on the Committee and in seeking candidates under the following two profiles it is the intention to ensure that there is a balance of skills and experience on the Committee.

In accordance with Section 72(4)(a) of the Taxi Regulation Act 2013 the Committee has five current members representing the interests of the small public service vehicle (SPSV) industry. As mentioned above, under the provisions of Section 72(4)(i) of the Taxi Regulation Act, 2013 candidates must have a special interest or expertise in the matters relating to the functions of the Authority and in this regard while being employed as a SPSV driver is not a bar to application for the 3 vacancies in this category, it is expected that the successful candidates will have additional skills in either or both of the two areas listed below.

Taxi industry experience

Candidates must have significant experience across a broad range of concerns across the industry, for example, ownership of a taxi/limousine business.

It is desirable that the candidate has demonstrable experience of one or more of the emerging developments within the industry, for example, technological advances, driver and vehicle security.

Road safety experience

Candidates must have significant experience of one or more of the following areas of road safety:

- Road safety policy and regulation
- Vehicle and safety equipment standards
- Road traffic regulation

4. Term of Appointment

Under the Act, appointments to the Committee will be for an initial period to 31st July 2018 with an option to extend the term of engagement for a further term of 3 years, subject to:

- The Minister may remove from office the chairperson or an ordinary member of the Committee in the circumstances specified in Section 72(16) of the Taxi Regulations Act 2013.
- The Chairperson or ordinary members of the Committee may resign from office by letter addressed to the Minister.
- The Chairperson and ordinary members of the Committee shall hold office upon such terms and conditions as may be determined by the Minister, with the consent of the Minister for Public Expenditure and Reform.
- The Chairperson and ordinary members of the Committee may be paid such allowances for expenses as the Minister, with the consent of the Minister for Public Expenditure and Reform, may determine, out of monies at the disposal of the NTA.
- The roles and responsibilities of Board Members are described in the Code of Practice for the Governance of State Bodies 2009 which is available on the website of the Department of Finance ([Code of Practice for the Governance of State Bodies](#)).

5. Submitting your Expression of Interest

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. Please give careful consideration to the possibility of any potential conflict of interest that may arise if appointed to this board.

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 Board 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.

If you have any questions regarding the application process please email info@stateboards.ie.

6. Assessment Process

An Assessment Panel (the “Panel”) will be convened by PAS to consider and assess the expressions of interest 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 suitable candidates to be sent forward for consideration by the Minister.

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 Acts 1988 & 2003

For further information on Data Protection please follow the [link](#).

APPENDIX 1

Submitting your expression of interest

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. Click on "continue".
8. 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.
9. 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.