



Appointments to the Board of Horse Racing Ireland

Closing Date: 3pm on 28th of July 2016

**State Boards 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, 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](#) 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 Horse Racing Ireland

Location:	The Curragh, Co. Kildare
Number of Vacancies:	2 ordinary members
Remuneration:	€12,600 per annum. Travel and subsistence is paid at the appropriate Civil Service rate. (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).
Time Requirements:	Approx. 9 half-day Board meetings per annum together with such other meetings of HRI sub-Committees (average total meetings 20 per annum)

1. Background

Horse Racing Ireland (HRI) is a commercial state body established under the Horse and Greyhound Racing Act 2001. It is the national authority for thoroughbred racing in Ireland, with responsibility for the governance, development and promotion of the industry, these activities are funded to a significant extent by exchequer funding from the "Horse and Greyhound Fund", which comes within the ambit of the Department of Agriculture, Food and the Marine's Vote. The Exchequer provision for HRI was €54.4 million in 2015, and is €59.2 million in 2016. HRI also provides funding for integrity services to the Racing Regulatory Body. The Turf Club (including the Irish National Hunt Steeplechase Committee), a private body, is designated as the Racing Regulatory Body and is charged with carrying out these functions under legislation. HRI provided €7.1 million for these activities in 2015.

The Minister for Agriculture, Food and the Marine, appoints the members of the Board of Horse Racing Ireland, the majority of whom are nominated by organizations in accordance with legislation. Under the Horse Racing Ireland Act 2016 the board of HRI shall consist of a chairman and 13 ordinary members who shall be appointed by the Minister. Of the 13 ordinary members of HRI, 3 shall be nominees of the Racing Regulatory Body, one to be a representative of authorized racecourses, one to be a representative of racehorse breeders, one to be a representative of racehorse owners, one to be a representative of racehorse trainers, two shall be nominated by the industry services committee, one shall be nominated by the betting industry and 3 shall be nominated by the Minister one of whom shall be representative of the horse racing industry in Northern Ireland. The Minister for Agriculture, Food and the Marine, also appoints the members of the Bookmakers Appeals Committee.

The functions of HRI include:

- The development of racecourses
- The guaranteeing of prize-money
- The control of authorised bookmakers
- The allocation of fixtures and setting of race programmes
- The operation of racecourses owned by HRI - Fairyhouse, Leopardstown, Navan and Tipperary
- The operation of the [Tote](#) (Totalisator Betting)
- Supplying grants, loans or other funding to racecourses
- The promotion and export of the Irish horse through [Irish Thoroughbred Marketing](#)
- Representing Irish racing internationally
- The operation of the Registry Office
- The negotiation of income from media and broadcasting rights

2. Functions of the Board

The HRI Board are ultimately responsible for the operation, oversight, management and strategic direction of the organisation as a whole including the following areas:

- Strategic & business planning
- Financial management
- Resource allocation
- Corporate governance
- Regulatory and taxation matters
- Employment matters
- overall legal responsibility for directing the activity of HRI and all its subsidiaries

In addition to the Board, HRI operate a number of statutory and advisory Board sub-committees. It is the policy of HRI to appoint both HRI Board members and others to such sub-committees. While, there are approximately 9 Board meetings per annum, together with such other meetings of HRI sub-committees this could lead to an average number of total meetings in the region of 20 meetings per annum.

The current composition of the Board is as follows:

Board Member Selection basis	Board Member Names	Date of appointment	Date of expiry of term
Minister - Chairman	Joe Keeling	13/03/2013	12/03/2018
Minister – Northern Ireland representative	Jim Nicholson	11/01/2007	10/01/2015
Minister	2 vacancies		
Racing Regulatory Body	Meta Osborne	18/12/2013	17/12/2017
Racing Regulatory Body	William Flood	18/02/2009	17/02/2017
Racing Regulatory Body	John Powell	26/05/2016	25/05/2020
Racehorse trainers	Michael Halford	26/05/2016	25/05/2020
Racehorse owners	James Gough	04/03/2015	03/03/2019
Racehorse breeders	Eimear Mulhern	18/12/2013	17/12/2017
Authorised racecourses	John Moloney	26/05/2016	25/05/2020
Authorised bookmakers	Francis Hyland	18/12/2005	17/12/2017
Persons employed in the industry	Noel Cloake	10/02/2006	09/02/2014
Persons directly employed in the industry	Bernard Caldwell	18/02/2009	17/02/2013

As outlined in the table above, the majority of Board members are nominated for appointment by various sectors of the breeding and racing industry in line with the provisions of Section 4.8.1 of the [Horse Racing Ireland Act 2016](#).

List of HRI sub-Committees which may require attendance:

Appointments & Remuneration Committee	ITM Committee
Audit Committee	Leopardstown Committee
Bookmakers Committee	Media Rights Committee
Fairyhouse Committee	Navan Committee
Finance Committee	Programmes Committee
Foal Levy Committee	Tipperary Committee
Fixtures Committee	Tote Committee
HRI Racecourses Board	

3. Person Specification

The Minister for Agriculture, Food and the Marine invites applications from suitably qualified candidates for positions on the HRI Board. Candidates are welcome to apply under one or more of the two areas below.

Finance/Governance/Risk

Candidates must have the following:

- Senior executive level experience gained in a large commercial organisation in an accounting or finance and risk management capacity
- Previous audit involvement
- Involvement in the provision of strategic financial planning guidance
- Experience of corporate governance frameworks.

Desirable

Knowledge of/interest in the horse racing industry

Specific knowledge of governance systems in the public service

PR/Marketing/Fundraising

Candidates must have significant demonstrable practical experience of engaging in the design or management of PR, Marketing and/or Fundraising campaigns. It is particularly desirable that candidates have worked in a relevant area.

Desirable

Knowledge/interest in the horse racing industry

Specific knowledge of governance systems in the public service

4. Term of Appointment

Under the Act, appointments to the Board will be for an initial period of 4 years with an option to extend the term of engagement for a second term of 4 years, 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 2009 which is available on the website of the Department of Finance ([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 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
 - Meeting¹/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.

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 Acts 1988 & 2003

Should your name be forwarded to a Minister for consideration, please note that your cover letter and curriculum vitae will be forwarded to the State Board Liaison Officer in the relevant department and may be retained for up to one year.

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

¹ The Public Appointments Service will not be responsible for refunding any expenses incurred by candidates.

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.