



**Appointments to the Bookmakers Appeal Committee**

**Closing Date: 3.00pm on 12<sup>th</sup> July 2017**

**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](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](#) 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 Bookmakers Appeal Committee

<b>Location:</b>	The Curragh, Co. Kildare
<b>Number of Vacancies:</b>	4 Ordinary Members
<b>Remuneration:</b>	€1,800 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).
<b>Time Requirements:</b>	Approx. 2 half day meetings per annum.

### 1. Background

Horse Racing Ireland (HRI) is the body established to carry out the overall administration, development and promotion of Irish thoroughbred horse racing and one of HR's functions is the control of the operation of authorised bookmakers on-course at racecourses.

HRI issue permits to bookmakers to operate on-course at racecourses subject to various permit conditions.

HRI may, where it feels it has reasonable grounds for so doing at any time, suspend for such time as it thinks fit or revoke a permit granted under this section.

### 2. Functions of the Board

If Horse Racing Ireland revokes a permit the bookmaker is welcome to lodge an appeal to the Bookmakers Appeal Committee in line with Part V of the [Irish Horseracing Industry Act, 1994](#). Section 57 refers:

(1) Where the Authority refuses to grant a course-betting permit to a licensed bookmaker, or a course-betting representative permit to an authorised bookmaker or suspends or revokes a course-betting permit or a course-betting representative permit held by an authorised bookmaker, that bookmaker may within the period of 14 days beginning on the day on which the Authority decides on the refusal, suspension or revocation, appeal in writing to the Bookmakers Appeal Committee against the refusal, suspension or revocation.

Section 57 also states that the Committee shall consist of:

- (a) a chairman who shall be a judge or a practising barrister or solicitor of at least 7 years' standing, and
- (b) 4 ordinary members.

The current composition of the Committee is:

<b>Vacancy – Name of Board Member</b>	<b>Expiry of Appointment</b>	<b>Duration of a term on the Board</b>	<b>Date Appointed</b>	<b>Previously appointed</b>
Chairman Peter Allen	21 June 2019	3 years	22 June 2016	17 Nov 2011
Leo McCauley	21 Jan 2014	3 years	21 Jan 2011	1 <sup>st</sup> term of office
Michael McCarthy	21 Jan 2014	3 years	21 Jan 2011	3 Mar 2004 2 May 2007
William Carroll	21 Jan 2014	3 years	21 Jan 2011	1 <sup>st</sup> term of office
Dr Colm Quirke	21 Jan 2014	3 years	21 Jan 2011	1 Dec 2000 3 Mar 2004 2 May 2007

### **3. Person Specification**

The Minister for Agriculture, Food and the Marine invites applications from suitably qualified candidates for positions on the Bookmakers Appeals Committee.

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](#).

**Candidates must meet the requirements listed under one or more of the following profiles:**

#### **Corporate Governance and Compliance**

Candidates must demonstrate relevant experience, at an appropriately senior level, that clearly demonstrates knowledge of, and experience in dealing with corporate governance issues.

#### ***Desirable***

A relevant qualification  
Previous Board experience

### **Financial Expertise (Accountancy, Audit, Corporate Finance),**

Candidates must demonstrate proven experience at a sufficiently senior level in finance and risk management. He/she will demonstrate a capacity to understand the economics of the sector (or of another relevant specialist field), and the budgets required to achieve the organisation's mission.

#### ***Desirable***

A relevant qualification and membership of a relevant professional body  
Previous Board experience

### **Legal background**

Candidates must hold a recognised professional qualification in law and membership of the relevant professional body, or be former legal practitioners. Candidates must also have significant post-qualification professional experience in one or more of the following areas:

- legal expertise in the area of the law which regulates the Horse Racing Sector
- regulatory experience

## **4. Term of Appointment**

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

- The membership of any member of the Committee may be terminated by the Minister at any time, on the basis of reasons to be stated by the Minister.
- 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.
- Members of the Committee 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 Committee member shall cease to be a member of the Committee 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](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 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](mailto: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](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. 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.