



**Appointment of a Director to the Voluntary Health Insurance Board**

**Closing Date: 15:00 on 1<sup>st</sup> of September 2017**

**State Boards Division  
Public Appointments Service  
Chapter House, 26 – 30 Abbey Street Upper, Dublin 1**

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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 2016](#) (the Code) provides a framework for the application of best practice incorporate 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 of a Director to the Voluntary Health Insurance Board

<b>Location:</b>	V.H.I. offices Dublin & Kilkenny
<b>Number of Vacancies:</b>	1, with the possibility that other vacancies, should they arise in 2018, may be filled by a panel selected through the PAS process.
<b>Remuneration:</b>	<p>This is a Category 1 Commercial State Body and the annual remuneration is €15,750.</p> <p>Travel and subsistence are paid at the appropriate civil service rate.</p> <p>(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).</p>
<b>Time Requirements:</b>	Meetings may be held once a month with a minimum of 3 scheduled meetings per half year and otherwise as determined by the Chairperson.

### 1. Background

The Voluntary Health Insurance Board (VHI) has a number of subsidiaries including VHI Insurance DAC and VHI Healthcare DAC and is a semi-State body which is the State's largest provider of private health insurance. The Board was established at a time when a substantial percentage of the population, whose income was above a certain level, had no entitlement to free or partially free medical or surgical services. Since that time, eligibility for public health and personal social services has been significantly extended and the private health insurance market has been opened to competition. There are at present two other privately owned companies providing private health insurance and competing with VHI in the open market. For further information please see annual report [here](#).

### 2. Functions and Membership of the Board

The Minister for Health will appoint the successful applicant to the Voluntary Health Insurance Board, and that individual will then be appointed to Vhi Group DAC and subject to Central Bank approval, Vhi Insurance DAC.

The main function of the Board is to make and carry out health insurance schemes as it sees fit, in accordance with section 2 of the Voluntary Health Insurance (Amendment) Act, 1996.

In addition to this, through its subsidiaries, the Board acts as an agent for an international health insurance plan, in accordance with section 1 of the Voluntary Health Insurance (Amendment) Act, 1998, and may also carry out schemes for the provision of services in respect of health care, health insurance, illness related insurance, personal care or related

activities, in accordance with section 7 of the Voluntary Health Insurance (Amendment) Act, 2008.

The Board is assisted in the discharge of its responsibilities by a number of sub-committees of the Board which, include audit, risk and compliance, remuneration and nominations. Depending on the successful candidate's specific area of expertise, he/she may be expected to participate in one or more of these sub-committees.

### **Current Membership of the Board**

<b>Name</b>	<b>Position type</b>	<b>Expiry date</b>
Brian Walsh Ex-Officio	Board Member	14/03/2020
Celine Fitzgerald	Board Member	21/02/2018
Declan Moran Ex-Officio	Board Member	25/11/2019
Finbar Lennon	Board Member	14/03/2018
Greg Sparks	Board Member	08/12/2018
John O'Dwyer Ex-Officio	Board Member	31/07/2019
Joyce Brennan	Board Member	25/11/2019
Liam Downey	Chair	14/03/2020
Paul O'Faherty	Board Member	25/11/2019
Ruth Barrington	Board Member	27/03/2018
Seamus Creedon	Board Member	21/02/2018
Vacancy		

*All members are nominated by the Minister for Health and appointed by the Minister following the approval of the Central Bank of Ireland in respect of Vhi Insurance DAC*

### **3. Person Specification**

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](#).

The Minister for Health invites expressions of interest from suitably qualified candidates for a vacancy on the board of VHI.

## IMPORTANT NOTE

VHI became an authorised entity at the end of July 2015 and is now a 'high impact' Board. All appointments to the Board will be required to undergo the Fitness and Probity process with the Central Bank of Ireland prior to appointment by the Minister.

The Central Bank's criteria for appointment to a high impact board are particularly stringent. **They include that the number of financial directorships (directorships of an insurance undertaking and credit institution) shall not exceed 3 where 1 of the directorships held is in a High Impact designated financial institution. (This does not apply to directorships within the same group).**

**Where non-financial directorships are held, the Central Bank considers that an individual holding more than five such directorships creates a rebuttable presumption that the director has insufficient time to fulfil his or her role and functions as a director of an insurance undertaking.**

Candidates must confirm that they have sufficient time to discharge their responsibilities effectively and meet the Central Bank Requirements for Insurance Undertakings. For this reason candidates must specify the Directorates currently held and also whether they are members of any other State Boards.

Candidates should preferably be able to demonstrate international experience, working outside Ireland, at senior/board level in a large regulated group/organisation managing all the stakeholder challenges.

In addition, candidates **must** demonstrate two or more of the following:

- Insurance (Health, Non-life or Life) experience- Underwriting and Claims at an appropriately senior level
- Senior Leadership & experience in Healthcare provision
- Demonstrable knowledge of Private Health Insurance Market preferably in a community rated environment
- Financial Literacy or the ability to make informed decisions on financial resourcing
- Previous Board Experience
- Experience developing strategies proposed by the executive team

It is also desirable that candidates demonstrate evidence of one or both of the following:

- Financial Services Skills
- Risk Management Skills

#### 4. Term of Appointment

Section 6 of the Voluntary Health Insurance Act 1957 provides that the term of office for a Board member shall be a period not exceeding five years, to be determined by the Minister on the member's appointment. Board members are eligible for re-appointment for a second term when their term of office expires, 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.
- 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.
- The Central Bank requirement that Insurance undertakings shall formally review the membership of the board of any person who is an independent non-executive member for nine years or more and it shall document its rationale for any continuance and so advise the Central Bank in writing.

## 5. Submitting your Application

Before submitting your application, 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. Please give full details of any directorships and other related activities, e.g. membership on committees that you hold.

Your submission should be made via the following link [www.stateboards.ie](http://www.stateboards.ie) together with your **up-to-date 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 application. 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 up-to-date 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 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<sup>1</sup>/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.

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

## **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](#)

## **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. 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 have the time and capacity to make yourself available to attend meetings and to carry out the duties of a Board member.