



**Appointments to the Valuation Tribunal**

**Closing Date: 15:00 on 9<sup>th</sup> November 2017**

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

**Telephone Number: 353 1 858 7441**

**Email: [info@stateboards.ie](mailto:info@stateboards.ie)**

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 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 Valuation Tribunal

**Tribunal Meeting Location:** Holbrook House, Holles Street, Dublin 2.

**Number of Vacancies:** 3 [Other vacancies arising in the next 12 months may be filled from this panel].

**Remuneration:** A daily sitting fee of €339.86 is paid to members for their attendance at full appeal hearings together with an allowance for travel and subsistence in line with the current rules and regulations covering the payment of such allowances.

A Conference fee of €107.42 is payable for any follow up meetings that may be required, further to the appeal hearing day, held at the Valuation Tribunal.

**Time Requirements:** Membership of the Valuation Tribunal requires a significant time commitment and prospective applicants should consider carefully their availability before submitting an application.

There are a considerable number of appeals waiting to be heard by the Valuation Tribunal. A three person division of the Tribunal meets five times a week at present. It is proposed to increase the frequency to 10 times per week. Given the current membership and new members being added it is expected that a member could be required one day per week. Hearings last on average a half a day.

### 1. Background

The Valuation Tribunal is an independent statutory body which hears appeals against decisions of the Commissioner of Valuation on the valuation and revaluation of commercial properties for rating purposes under [the Valuation Act 2001](#) as amended by the [Valuation \(Amendment\) Act 2015 \(hereinafter 'the Valuation Acts'\)](#). It also hears appeals made by owners of derelict sites against the determination by local authorities of the market values of those sites under the [Derelict Sites Act 1990](#).

As part of the National Revaluation Programme, the Valuation Office is in the process of revaluing every commercial property in the State. The Valuation Office also receives applications to value commercial properties that have been subject to a 'material change of circumstances' within the meaning of the Valuation Acts ('revision'). Both the revaluation and revision processes can result in appeals to the Valuation Tribunal.

### 2. Functions of the Board

The Tribunal currently comprises 25 members, including 1 Chairperson, 8 Deputy Chairpersons and 16 Ordinary Members, mainly drawn from the legal/chartered surveyor professions. Ordinary members are appointed for a term of up to five years and may be re-appointed for a further term of 5 years. Ordinary members may be considered for the role of Deputy Chairperson.

The Tribunal currently meets in divisions of three chaired by the Chairperson or one of the Deputy Chairs. Changes introduced under the Valuation (Amendment) Act 2015 mean that a single member of the Tribunal can hear an appeal or that an appeal can be determined without an oral hearing.

Members of the Tribunal receive administrative support from the Registrar and a team of staff at the Tribunal Offices at Holbrook House, Holles Street, Dublin 2.

Current membership of the Tribunal:-

<b>Name</b>	<b>First Appointed</b>	<b>Reappointed</b>	<b>Expiry Date</b>	<b>Position type</b>
Barry Smyth	15/01/2014		14/01/2019	Deputy Chair
Carol O'Farrell	21/06/2013		20/06/2018	Chair
Claire Hogan	18/12/2015		17/12/2020	Tribunal Member
Darine McFadden	18/12/2015		17/12/2020	Tribunal Member
David Gill	18/12/2015		17/12/2020	Tribunal Member
Dearbhla Cunnigham	19/12/2016			Deputy Chair
Dolores Power	04/07/2013		20/06/2018	Deputy Chair
Donal Madigan	19/12/2016			Member
Eoin McDermott	19/12/2016			Member
Frank O'Grady	19/12/2016			Member
Frank Walsh	17/11/2008		16/11/2018	Tribunal Member
Grainne Duggan	18/12/2015		17/12/2020	Tribunal Member
Hugh Markey	18/12/2015		17/12/2020	Tribunal Member
John Stewart	18/12/2015		17/12/2020	Deputy Chair
Liam Daly	18/12/2015		17/12/2020	Tribunal Member
Mairead Hughes	08/09/2003	08/09/2013	07/09/2018	Tribunal Member
Majella Twomey	18/12/2015		17/12/2020	Deputy Chair
Michael Connellan Jr.	23/11/2009	12/12/2014	11/12/2019	Tribunal Member
Niall O'Hanlon	17/11/2008	17/11/2013	16/11/2018	Deputy Chair
Orla Coyne	18/12/2015		17/12/2020	Tribunal Member
Pat Riney	11/06/2001	29/07/2016	28/07/2016	Tribunal Member
Rory Hanniffy	27/04/2012	27/04/2017		Tribunal Member
Rory Lavelle	15/01/2014		14/01/2019	Deputy Chair
Sasha Gayer	31/07/2012		30/07/2017	Member
Stephen J. Byrne	21/06/2013		20/06/2018	Deputy Chair
Thomas Collins	29/07/2011	18/12/2015	17/12/2020	Tribunal Member

### 3. Person Specification

The Minister for Justice & Equality is seeking expressions of interest from candidates who are willing to engage fully with the work of the Tribunal.

The **principal requirement** is that candidates have a demonstrable knowledge of rating law or the ability to acquire it quickly, including:

- Knowledge of the legislative framework governing the valuation of rateable property in Ireland and of the procedures in place for appealing valuations determined by the Commissioner of Valuation;

**and**

- Knowledge of the legislative framework governing the registration of derelict sites by local authorities and the statutory mechanism in place to appeal the market value of urban land determined by local authorities

Candidates **must** qualify in one of the following areas:

#### **Legal**

Candidates must be, or have been, a practicing Solicitor or Barrister or a qualified lawyer from another common law jurisdiction with significant post qualification experience (minimum 5 years). It is desirable that this professional experience be partially or wholly in the area of valuation/rating law.

#### **Commercial Property Valuation**

Candidates must have significant professional experience in a practice which includes the valuation of commercial properties, particularly for rating purposes and preferably as a chartered surveyor.

In addition to qualifying under the above profiles and being available and willing to sit on the Tribunal, it is desirable that candidates have previous experience of participating in a Tribunal which would be indicative of knowledge and experience of the procedures and practices and legal principles involved in conducting a quasi-judicial hearing.

Candidates should also demonstrate in their application, evidence of the following skills:

- Ability to read, analyse and comprehend various statutes, regulations and complex summaries of evidence in the course of preparing for and the holding of a hearing
- Ability to conduct a hearing with due regard to fair procedures
- Ability to take an active part at hearings and to write clear, coherent decisions founded on established legal and valuation principles
- Ability to work independently and as a team member
- Ability to communicate effectively, both orally and in writing
- Sound judgment
- High ethical standards and integrity
- Respect, fairness and impartiality
- Tact and discretion.

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 shall have regard to the desirability for gender balance on the Board as the Minister considers appropriate and determines from time to time when making appointments.

#### **4. Terms of Appointment**

Under the Act, appointments to the Tribunal will be for a period of up to 5 years and when such term expires, the member shall be eligible to re-apply for a further term of appointment, subject to:

- The membership of any member of the Tribunal may be terminated by the Minister at any time, on the basis of reasons to be stated by the Minister.
- A member of the Tribunal may resign his or her membership 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 Tribunal 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.
- Members of the Tribunal are expected to comply with the Appendix on Ethics and Standards in Public Office of the Code of Practice for the Governance of State Bodies 2009 which is available on the website of the Department of Finance and to fill in annual return forms for ethics and standards).
- A Tribunal member shall cease to be a member 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.

#### **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.

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 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 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 can make yourself available to attend meetings and to carry out the duties of a Board member.