



**Appointments to the Board of the Arts Council**

**Closing date: 3pm on Friday 25<sup>th</sup> May 2018**

**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 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 the Arts Council

<b>Location:</b>	Meetings will be in Dublin with one annual meeting held outside Dublin.
<b>Number of Vacancies:</b>	<b>3 current, + 6 arising within 12 months</b>
<b>Remuneration:</b>	€5,985 per annum. Travel and Subsistence will be paid at the appropriate 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>	10 Plenary meetings per annum (8 x 0.5 day, 1 x 2-day policy meeting and 1 x 3-day grants meeting). The half-day meetings are usually held from 2-5pm.

In addition, Board members will be appointed to one or more Sub-Committees of the Board involving a further time commitment of 5 half days per annum. Considerable time is required in preparation for meetings. Only in exceptional cases may conference call facilities be used for meetings.

Members will also be required to Chair at least 3 'peer panels' annually which meet to decide on the allocation of funding across art forms. Peer Panels are panels of practitioners and artists from the arts sector convened by the Arts Council to make decisions on the allocation of Arts Council funding across its range of schemes and awards.

On joining the Board, induction will be provided to new members on key aspects of their role. New members should be prepared to set aside a number of mornings/ afternoons for training and induction.

### 1. Background

Established in 1951, the Arts Council/An Chomhairle Ealaíon is the government agency, for supporting and developing the arts in Ireland. The Council recognises that the arts have a central and distinctive contribution to make to our evolving society

The Arts Council, established under the Arts Act 2003, has 12 members and a chair, appointed by the Minister for Culture, Heritage and the Gaeltacht for a term of five years.

The Arts Council's core functions under the Arts Act 2003 are to:

- stimulate public interest in the arts;
- promote knowledge, appreciation and practice of the arts;
- assist in improving standards in the arts;
- advise the Minister and other public bodies on the arts.

The Arts Council's mission is to lead the development of the arts in Ireland which it does in four ways:

1. advocate the importance and value of the arts and promote their practice and development.
2. advise Government and others on the arts as required by the Arts Act.
3. invest public monies allocated by Government in supporting artists and arts organisations to make work of excellence and in other actions consistent with our remit.
4. work in partnership with the Department of the Culture, Heritage and the Gaeltacht and with other Government Departments as well as with local government and with agencies and organisations within and beyond the cultural sector.

The Arts Council's 10-year strategy, *Making Great Art Work 2016-2025* will be implemented through three three-year plans starting in 2017.

*Making Great Art Work Three-Year Plan 2017-2019* is a strategy of change and renewal which will

- Review and enact new models of investment in the work of artists and arts organisations;
- Develop partnerships both within and outside the arts sector to build greater public engagement in the arts;
- Measure the effects of investment;
- Develop capacity to support and renew the arts sector

More information about the strategy is available at: <http://www.artscouncil.ie/arts-council-strategy>

## **2. Functions of the Board**

The Board of the Arts Council is responsible for setting the overall strategic direction of the Arts Council as well as ensuring the orderly operation of its business including compliance with its statutory obligations comprising the requirements of all applicable legislation and guidelines, including the Arts Act 2003, the Ethics in Public Office Act 1995 and the Standards in Public Office Act 2001 and the Code of Practice for the Governance of State Bodies 2016.

Other matters reserved for the Board include:-

- all grants
- the annual financial plan
- capital or non-routine expenditures exceeding €20,000
- disposals exceeding €20,000 for any one item or related items
- appointment of service providers or consultants where the cumulative value of the contract exceeds €50,000 or is expected to do so
- appointment of the Director
- such other matters as the Council may from time to time decide

The Board is assisted in the discharge of its responsibilities by a number of sub-committees which include:

- Audit and Risk
- Business and Finance
- Policy and Strategy.

Depending on the successful candidates' specific area of expertise, he/she will be expected to sit on at least one of these sub-committees.

#### Structure of the Board and Vacancy Details

The current board members are:

<b>Name</b>	<b>First Appointed</b>	<b>Expiry Date</b>	<b>Position type</b>	<b>Basis of appointment</b>
Helen Shaw	14/12/2016	13/12/2021	Ordinary Member	PAS Process
Joan Sheehy	28/01/2014	27/01/2019	Board Member	
John McAuliffe	31/10/2013	30/10/2018	Board Member	
Loughlin Deegan	14/12/2016	13/12/2021	Ordinary Member	PAS Process
Martina Moloney	14/12/2016	13/12/2021	Ordinary Member	PAS Process
Miriam Dunne	28/01/2014	27/01/2019	Board Member	
Monica Spencer	28/01/2014	27/01/2019	Board Member	
Paddy Glackin	14/12/2016	13/12/2021	Ordinary Member	PAS Process
Padraig O Duinnin	14/12/2016	13/12/2021	Ordinary Member	PAS Process
Sheila Pratschke	25/02/2014	24/02/2019	Chair	

The legislation underpinning the Board specifies that the Arts Council should, at any time, have at least six members who are women and six who are men, the remaining place can be taken by either gender. Please note that appointments will be made with regard to this requirement.

Governance principles dictate that members of the Arts Council may not serve concurrently in or on the boards of organisations which apply for or receive funding from the Council.

### **3. Person Specification**

Under Section 11 of the Arts Act 2003 members of the Council must, in the opinion of the Minister, have a special interest or knowledge in relation to the arts or matters connected with the functions of the Minister or the Council. In addition to meeting this statutory requirement, the following skill/experience is required.

**Candidates must demonstrate evidence of experience at an appropriately senior level in any one of the following areas:-**

**A. Corporate Governance**

Candidates must demonstrate evidence of experience at an appropriately senior level in any one of the following areas:

- Corporate governance and risk management
- Finance/accountancy, preferably including experience on an audit committee and/or as a company secretary
- Business management experience including HR, industrial relations management and/or procurement and compliance
- Law, specifically practical legal experience which would be of benefit to the board
- An understanding of the public sector environment and good governance practices including accountability structures.

**B. Dance**

Candidates must demonstrate in their application evidence of one of the following:

- Knowledge and experience of the contemporary dance sector in Ireland;
- An understanding of professional dance practice and the broader context for the presentation of contemporary dance to audiences.

**C. Visual Art**

Candidates must demonstrate in their application evidence of one of the following:

- Knowledge and experience of the visual arts in Ireland specifically in relation to supporting the individual artist;
- A broad understanding of curation and programming in the visual arts.

**D. Literature**

Candidates must demonstrate in their application evidence of one of the following:

- A deep understanding of the role of the individual writer and their specific requirements;
- Knowledge of producing and presenting literature events in Ireland.

**E. Young People, Children and Education**

Candidates must demonstrate in their application evidence of one of the following:

- A professional/academic background which demonstrates an understanding of the role of the arts in supporting the artistic and personal development of young people and children

- A professional/academic background which demonstrates a knowledge of the formal education system and structures in Ireland and the place of the arts within it.

## **F. Community and Participation**

Candidates must demonstrate in their application evidence of one of the following:

- Experience of a diverse range of contexts for participation in the arts most particularly in the areas of social and cultural diversity
- Experience of public engagement in the arts particularly in a community/local context

It is **desirable that all applicants** demonstrate evidence of the following

- Understanding and knowledge of the arts sector in Ireland.
- Experience at board level as either an executive or non-executive director
- Understanding of the role of a state agency and the compliance responsibilities for board members
- Accountancy, legal or corporate governance experience

## **4. Terms of Appointment**

Under the Arts Act 2003, the members of the Council are appointed by the Minister for Arts, Heritage, Regional, Rural and the Gaeltacht Affairs for five years from the date of his or her appointment;

- The Minister may at any time remove a member of the Board from office for stated reasons;
- Not less than 6 of the members shall be men and not less than 6 shall be women;
- A member of the Board whose term expires shall be eligible for re-appointment;
- A person who has served 2 consecutive terms of office as a member of the Council, shall not be eligible for reappointment;
- A member of the Board may resign his or her membership of the Board by letter sent to the Minister, and the resignation shall take effect on the day the Minister receives the notice;
- A member of the Board shall be disqualified from holding and shall cease to hold office if he is adjudicated a bankrupt or makes a composition or arrangement with creditors or is convicted of an indictable offence in relation to a company or is convicted of an offence involving fraud or dishonesty or is the subject of an order under section 160 of the Companies Act 1990, or is sentenced to a term of imprisonment by a court of competent jurisdiction;
- A board member shall cease to be a member of the board if he or she is nominated as a member of Seanad Éireann or elected as a member to either House of the Oireachtas or as a representative in the European Parliament;
- A person who is for the time being entitled under the Standing Orders of either House of the Oireachtas to sit in that House shall, while so entitled, be disqualified from becoming a member of the Board;
- 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 Public Expenditure & Reform ([Code of Practice for the Governance of State Bodies](#))

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 exist and address this in your cover letter. The Assessment Panel may decide, based on the perceived level of conflict, not to forward your name for consideration.**

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 Authority 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. **Please only include information that is directly relevant to the particular role for which you are applying.**

If you have any questions regarding the application process please email [info@stateboards.ie](mailto:info@stateboards.ie).



## **5. 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.

## **6. 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.

## **7. 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](#)

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

## 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.
8. If there is a supplementary question, ensure that your response complies with the word limit and that it does not contain any special characters (i.e. %, & etc.) or you may receive an error message and will be unable to submit your application.
9. Click on "continue".
10. 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.
11. 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.