



Appointments to the Board of Pobal

Closing Date: 15:00 on 26th July 2018

**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 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 Pobal

Location:	Ormond Quay, Dublin (1 meeting per annum held outside Dublin)
Number of Vacancies:	5
Remuneration:	Nil. Travel and subsistence is payable at appropriate Civil Service rates.
Time Requirements:	9 – 10 half day meetings per annum.. There are also a number of sub-committee meetings. Members may be required to sit on sub-committees, which generally meet on the same day as Ordinary meetings. The Sub-committees are: Human Resources, Audit Finance and Risk, Grant Appraisals, Appeals, Leadership Review, the Affordable Childcare Scheme and the Strategic Plan.

Candidate's attention is also drawn to the provisions of the Code in relation to Audit and Risk Committee membership which can be found [here](#).

1. Background

Pobal (formerly Area Development Management Ltd.) was established by the Government in 1992. It was reconstituted as Pobal in 2005 under the oversight of the then Department of Community, Rural and Gaeltacht Affairs. Pobal was established to administer EU funding for the purposes of fostering local development, promoting social inclusion, reconciliation and equality and countering disadvantage through local and social economic development. It is a company limited by guarantee and without share capital; it is also a registered charity.

The policy context for Pobal's work is provided by the Programme for Jobs, Action Plan for Jobs, Pathways to Work, Action Plan for Rural Development amongst others.

The Company is subject to audit by the Comptroller and Auditor General and its operations are covered by the Freedom of Information and Ethics in Public Offices Acts. A Framework Agreement and a Service Level Agreement underpin the services provided by Pobal to the Department. The Company is governed by its Memorandum and Articles of Association.

Pobal operates under the aegis of the Department of Rural and Community Development (DRCD) which has an oversight and co-ordination role in respect of the company. Pobal employs approximately 413 people and currently manages the administration of schemes and programmes on behalf of a range of Government Departments and other public bodies. Pobal distributed over 614 million euros to beneficiaries in 2017. Working in partnership with a wide range of local groups, Pobal supports projects in thousands of communities, both urban and rural.

Further detail on all of the programmes which Pobal administer may be found [here](#).

Economic, demographic and administrative changes to the context of Pobal's service delivery provide a range of challenges in the coming years. As Ireland moves from severe economic

difficulties to recovery, the emphasis of much of Pobal's local work is changing from assisting government in combatting the crisis to supporting longer term, sustainable development. As the company systems and information technology have provided it with strong data sets, it is moving to higher quality and more effective data analysis to assist government in its planning. As government and EU policy on financial management, grant administration and service commissioning develop, Pobal needs to continuously adapt its approaches to ensure optimal services. As Ireland's population changes, Pobal needs to continuously improve its understanding of local needs and its methods to target them.

Pobal's current Annual Report can be viewed [here](#).

Functions of the Board

Members of the Board of Pobal (it is a 17 member board) are appointed by Government from nominations provided by the social partners and other stakeholders, in addition to expressions of interest received from the general public. It is the responsibility of the Minister to bring the nominations to Government.

The Board has a responsibility to see that procedures are in place to ensure statutory responsibilities are met, an effective corporate compliance programme has been established and corporate documents and records are properly prepared, approved and maintained.

Directors will comply with the codified duties of directors and provisions are per the Companies Act 2014:

Matters reserved for the Board include the following: -

- Approve the company's strategy, business plan and budget;
- Approve annual accounts and report;
- Ensure maintenance of a sound system of internal controls – including financial, operational and compliance controls, and risk management processes – with appropriate reference to the company's Code of Corporate Governance and the Code of Practice for the Governance of State Bodies;
- Approve any decision to commence new business and any decision to cease to operate any material part of the company's business;
- Approve transactions (or related programmes of transactions) not in the ordinary course of business;
- Approve all property leases of whatever value;
- Appoint the members of sub-committees;
- Approve the appointment of the Chief Executive Officer ("CEO") and the Executive Management Team ("EMT");
- Approve delegation of authority to board sub-committees and EMT to exercise functions of the company;
- Approve terms of reference of the board sub-committees and EMT and
- Approve application and funding recommendations.

The current composition of the Board is:

Name	First Appointed	Reappointed	Expiry Date	Position type	Basis of appointment
Ann Hanley	18/09/2017		17/09/2021	Board Member	PAS
Catherine Lynch	13/12/2016		12/12/2020	Board Member	PAS
Catherine Travers	21/10/2013	13/12/2016	12/12/2020	Board Member	Appointed by the Minister
Deiric O'Broin (Dr.)	21/10/2013	18/09/2017	17/09/2021	Board Member	Appointed by the Minister
Gerald Quain	15/10/2012	01/12/2015	30/11/2019	Board Member	Appointed by the Minister
Helen Keogh	21/10/2013	18/09/2017	17/09/2021	Board Member	Appointed by the Minister
John Redmond	01/07/2014	18/09/2017	17/09/2021	Board Member	Appointed by the Minister
Liam Keane	03/11/2011	01/12/2015	30/11/2019	Board Member	Appointed by the Minister
Mary Mooty	05/02/2013	13/12/2016	12/12/2020	Board Member	Appointed by the Minister
Molly Buckley	13/12/2016		12/12/2020	Board Member	PAS
Pat Donnellan	13/12/2016		12/12/2020	Board Member	PAS
Patricia Ball O'Keeffe	18/09/2017		17/09/2021	Board Member	PAS
Patrick Joseph Cleere	18/09/2017		17/09/2021	Board Member	PAS
Siobhán McLaughlin	03/11/2011	01/12/2015	30/11/2019	Board Member	Appointed by the Minister
Séamus Boland	22/09/2009 (First appointed) Appointed as Chair: 03/11/2011	20/10/2014	19/10/2018	Chair	Appointed by the Minister
Tom Lavin	13/12/2016		12/12/2020	Board Member	PAS

2. 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 Rural and Community Development invites expressions of interest from members of the public with significant expertise in one or more of the following areas:

I. Early Years

Candidates must demonstrate in their application, evidence of significant practical experience at an appropriately senior level in the area of early years' childcare, education and learning.

Desirable:

- Experience at an appropriately senior level gained through service provision management roles or through membership of a board of management in respect of an early years' service;
- Experience at an appropriately senior level of the delivery of the core early years programmes in Ireland indicating knowledge of policy relating to the early years' sector.

II. Legal Expertise

Candidates must demonstrate in their application evidence of significant relevant professional experience in the legal sphere (e.g. as a Solicitor, Barrister, Judge or third level tutor/lecturer in law/legal studies).

Desirable

Experience in the the area of procurement and familiarity with public sector procurement practices.

III. Financial Expertise

Candidates must demonstrate in their application evidence of significant relevant professional experience, at an appropriately senior level, in the area of audit/accountancy/financial management.

Desirable

Membership of a relevant professional body.

IV. Organisation Development and Strategy

Candidates must demonstrate in their application evidence of significant professional experience at an appropriately senior level in a role which directs organisational development and/or contributes to strategic reviews/strategic change initiatives.

Desirable:

- Experience in a Human Resource function
- Previous board membership;
- Corporate governance experience and/or qualifications;
- Risk management expertise;
- Experience which would demonstrate relevant knowledge of the Local Authority sector/Local and Community Development Sector

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.

3. Term of Appointment

Under the Articles, appointments to the Board will be for an initial period of **four** years. At each AGM one-quarter of the directors shall be required to retire.

The directors to retire in every year shall be those who have been longest in office since their last appointment and as between persons who become directors on the same day, those to retire shall (unless they otherwise agree amongst themselves) be determined by lot.

Retiring directors shall be eligible for re-nomination and appointment. No Director shall be entitled to serve on the board of Directors for more than 2 consecutive terms, 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.

4. Submitting your Application

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 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.

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
 - 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.

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

The Data Protection Bill provides that the processing of personal data shall be lawful where such processing is necessary for the performance of a statutory function of a controller. PAS is mandated by statute under the Public Service Management (Recruitment and Appointments) Act, 2004 to act as the centralised assessment and selection body for the civil service and to carry out all the procedures necessary to undertake the recruitment, assessment and selection of suitable candidates for appointment. By submitting your personal data (including your name, address, contact details and details of your education and work history contained in your curriculum vitae and cover letter) via publicjobs.ie, you acknowledge that such data may be used by the Public Appointments Service and disclosed to and used by client departments, in connection with its statutory roles to assist and advise relevant Ministers in relation to appointments to the boards of State bodies.

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

The information contained in your publicjobs profile is yours to manage, amend, update or delete as appropriate. For more detailed information on our Data Protection Policy, please see our [Code of Practice for the Protection of Personal Data in the Public Appointments Service](#).

If your application is assessed and you are considered to be suitable for appointment your c.v. and cover letter (and any additional supplementary information requested as part of the application process), will be forwarded to the State Board Liaison Officer in the relevant Department. Once it obtains your personal data, the Department will act as data controller of such data and will retain it for up to one year following the appointment/s. Unless you request the withdrawal of your application such data may be used in considering your suitability for other similar vacancies/ roles that arise for a period of up to one year for this Board.

APPENDIX 1

Submitting your application:

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.
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.