

Appointments to the Board of Drogheda Port Company

Closing Date: 15:00 on Friday 10th August 2018

**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

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.

Appointment to the Board of Drogheda Port Company

Location:	Harbourville, Drogheda, Co Meath
Number of Vacancies:	2
Remuneration:	€6,300. (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).
Time Requirements:	11 half day meetings per annum. The Audit and Risk Committee meet 4 times per annum and the Remuneration Committee meets twice a year. An additional half day would be required in advance of each meeting to read required material.

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

Drogheda Port Company is a self-funding commercial company established under the Harbours Act 1996 as amended by the Harbours Act 2015 with Louth County Council as its shareholder. The company has an independent board of directors and management charged with the management, control, development and investment of the facility.

The company is charged with developing and managing Drogheda Port. We play an important role in supporting the economic growth of the region and the overall national economy and wish to continue to grow this role and our capacity over the coming years.

Drogheda Port is a crucial piece of infrastructure to many local companies involved in exporting and importing of goods. These companies in turn support hundreds of jobs both in the town and across the region.

The main function of Drogheda Port is to facilitate the movement of goods so essential to our economy, in an efficient and cost-effective manner. Established in 1790, Drogheda Port has continually developed to meet the needs of the sector, allowing both industry and the Port to compete, remain efficient and thrive.

The challenge facing Drogheda Port now is to develop and adapt to new market conditions and increasingly larger vessels. We need to focus on the future, anticipate the changing needs of transport, tourism and industry and plan to ensure Drogheda Port continues to serve the region well.

The extensive jurisdiction of the Port Company is defined in the Harbours Act 1996 including all lands, quays, and waterways.

Drogheda has a long history as a trading centre. By the fifteenth century, port links were established with places such as Scandinavia, Iceland, France, Spain and Portugal. This shaped the built environment of the town of Drogheda centred on its port.

The Drogheda Port town quays were the main portal facility for the transshipment of goods up to the year 2000 when the new multi modal facility at Tom Roes Point was constructed 2km east of Drogheda town. This increased the ports capacity in terms of ships draft, length and shore side cargo handling capability and saw an increase in cargo throughputs.

In addition to the 700mtrs of quays and the 10 hectare port estate run directly by the Drogheda Port Company, there are a number of private facilities operated by Flogas, RHI Magnesita and the Department of the Environment.

2. Functions of the Board

The Board and Chairperson of Drogheda Port Company (DPC) are appointed by the Chief Executive of Louth County Council. The Board consists of up to eight members in total including the Chairperson and CEO, and has two sub-committees (an Audit & Risk Committee and a Remuneration & Pension Committee).

The purpose of the Board of Directors is:

- to act as custodians for, and to maximise the value of, DPC assets;
- to direct strategy and operations;
- to act in the best interests of DPC and its stakeholders at all times;
- to ensure that good corporate governance is always practiced within DPC and to manage risk appropriately.

The following are the main items of the Drogheda Port Company's work programme

- The preparation and adoption of a strategic plans
- Oversight of the company's operations
- Oversight of the company's risk management
- Ensuring that the company complies with corporate governance procedures.
- Oversee the appointment of the Chief Executive Officer, Company Secretary and other posts such as solicitors and auditors.
- Oversight of the remuneration of the Chief Executive Officer.
- Review and oversight of the procurement of goods and services and contracts.
- Review and approve the acquisition and disposal of assets.
- Oversight of the financial practices within the company including the approval of the annual budget, changes to accounting policies and practices.

Further information can be found at <http://www.droghedaport.ie>.

The current board members are

Name	Role	Term Expiry Date
Joe Hiney	Non Exec Chairman	28.02.19
Gail McEvoy	Non Exec Director (employee)	01.07.20
Deirdre Moran	Non Exec Director	17.07.19
Sean Finnegan	Non Exec Director	17.07.18
Paul Fleming	CEO Ex-Officio Director	

3. Person Specification

The Chief Executive of Louth County Council invites applications from suitably qualified members of the public to serve as a Director on the Board of Drogheda Port Company.

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 company is currently developing a long-term masterplan for the Port and consequently the ideal candidates can contribute to this process.

Environmental Management & Sustainability (5 year appointment):

Candidates applying for this role must demonstrate in their application evidence of extensive experience at an appropriately senior level of providing strategic insight and direction in long term environmental sustainability in port operations and infrastructure development projects.

Maritime Transport Services (3 year appointment):

Candidates applying for this role must demonstrate in their application evidence of extensive experience at an appropriately senior level of: -

- providing strategic insight and direction in port operations, with particular emphasis on land side operations and logistics
- relevant experience in maritime logistics

Desirable

- Previous Board level experience
- Ademonstrable understanding of the corporate governance framework for State owned companies in Ireland
- Relevant experience of the port industry in Ireland or Europe

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

4. Term of Appointment

- The membership of any member of the Board may be terminated by the Chief Executive of Louth County Council at any time, on the basis of reasons to be stated by the Chief Executive of Louth County Council.
- A member of the Board may resign his or her membership of the Board by notice in writing sent or given to the Chief Executive of Louth County Council, and the resignation shall take effect on the day on which the Chief Executive of Louth County Council receives the notice.
- Members of the Board shall, subject to the provisions of this Schedule, hold office upon such terms and conditions as the Chief Executive of Louth County Council 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 Revised Code of Practice for the Governance of State Bodies 2016 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.

5. 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.

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
 - 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 Chief Executive of Louth County Council.

Please note that the Public Appointments Service will not be responsible for any expenses incurred by candidates as part of our selection process.

¹ 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

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 the Chief Executive of Louth County Council in relation to appointments to the boards of State bodies. 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 Drogheda Port Company. Once it obtains your personal data, Drogheda Port Company 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.