

**Appointments to the Board of Caranua**

**Closing Date: 3pm on Monday 24<sup>th</sup> September 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 Board of Caranua

- Location:** Dublin
- Number of Vacancies:** 2 Ordinary Members (who were former residents in an institution specified in the Schedule to the Residential Institutions Redress Act of 2002 before they attained the age of 18 years)
- Remuneration:** Nil. Travel and Subsistence is payable at Civil Service Rates. (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:** 10 half-day meetings per annum with a small amount of time required for preparatory reading

### 1. Background

Caranua, the Residential Institutions Statutory Fund Board, was established in 2013 as a new statutory body under the [Residential Institutions Statutory Fund Act 2012](#) to use the cash contributions of €110 million offered by the religious congregations to support the needs of some 15,000 survivors of residential institutional child abuse who received awards from the Residential Institutions Redress Board or equivalent court awards. To date some €101.6 million of the committed contributions have been received and it is expected that the full amount will have been received by the end of 2018.

Caranua is required to make information available about its services and evaluate the effectiveness of its services in meeting survivors' needs and consult as appropriate. In performing its functions, the Board will have regard to the existence of publicly available services and the need to secure the most beneficial, effective and efficient use of the moneys available to it. Caranua began receiving applications in January 2014 and by the end of December 2017 had received over 6,109 applications and had paid out over €72.5m to 4,914 applicants with further expenditure of some €7.5m on administrative costs being incurred. On 31 May 2018 Caranua announced that, following the publication by the Department of Education and Skills of a Review of Eligibility to apply to Caranua, those who are eligible to apply must submit their application form to Caranua by 1 August 2018 to ensure their application is processed.

### 2. Functions of the Board

Caranua's principal functions are:

- (a) to use the resources available to it in a manner that promotes the principles of equity, consistency and transparency to:
- make arrangements for the provision of approved services to support the needs of individual former residents, and
  - pay grants to former residents to enable them avail of an approved service;

- (b) to determine the range of approved services within the following broad categories of service
  - mental health, counselling or psychological support services;
  - health and personal social services;
  - education services;
  - housing support services;
- (c) to determine and publish the criteria by reference to which it will make decisions on applications for the provision of approved services and associated grants; and
- (d) to promote understanding, among those involved in the provision of approved services or similar public services, of the effects of abuse on survivors of residential institutional child abuse.

Members of the Board will be expected to play key roles in relation to the direction, leadership and corporate governance of the organisation.

Section 11 of the Residential Institutions Statutory Fund Act 2012 specifies that four of the members will be persons, who before they attained the age of 18 years, resided in an institution specified in the Schedule to the Residential Institutions Redress Act 2002. A list of these institutions may be found [here](#).

The current composition of the Board is as follows:

Name	First Appointed	Expiry Date	Position type
Damian Casey	25/03/2013	24/03/2021	Board Member
David O'Callaghan	25/02/2014	24/03/2021	Chair
Frances Harrington	30/01/2014	24/03/2021	Board Member
Francis Treanor	25/05/2017	24/03/2021	Board Member
Katherine Finn B.L.	25/03/2013	24/03/2021	Board Member
Patricia Carey	25/05/2017	24/03/2021	Board Member
Tom Daly	25/03/2013	24/03/2021	Board Member

### 3. Person Specification

The Minister for Education and Skills invites applications from candidates who consider they satisfy the criteria as outlined below:

Members of the Board will be expected to play key roles in relation to the direction, leadership and corporate governance of the organisation.

Members will be required to contribute effectively to the work of the Board. This will involve the ability to balance a strategic view of key decisions with a specialist or expert perspective, while being committed to the principle of collective decision making that underpins the Board's role. The Board has a specific role to support the needs of survivors and members should have an awareness and appreciation of the legacy of residential institutional child abuse. The contributions of the former residents appointed to the Board will be particularly relevant in terms of bringing their experiences and perspectives to bear on the work of the Board.

However, it should be noted that Board members do not have a role in determining the outcome of applications by survivors to Caranua or in lobbying on behalf of individual survivors or survivor representative or advocacy groups.

## Former Residents

Applications are invited from former residents, including from those living overseas. Experience in administration of an organisation or previous Board/committee experience would be advantageous, but is not a necessary requirement.

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.

**Please see the important note regarding your application on page 6.**

## 4. Term of Appointment

Appointments to the Board will be for the balance of the 4-year term of the current Board, i.e. to 24 March 2021. Please note that it is likely that the Board will be dissolved before that period has expired if the funding available is fully expended. This term is 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 Revised Code of Practice for the Governance of State Bodies 2016 which is available on the website of the Department of Public Expenditure and Reform [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 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.

## 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.

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

## 8. Data Protection

The Data Protection Act 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. 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.

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, in your cover letter, 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.