

**Appointments to the Private Security Appeals Board**

**Closing Date: 3pm on 2<sup>nd</sup> August 2016**

**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](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](#) 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 Private Security Appeals Board

<b>Location:</b>	Dublin
<b>Number of Vacancies:</b>	6 (1 Chairperson and 5 Ordinary Members)
<b>Remuneration:</b>	Chair - €351 per sitting and Board Member €169.91 per sitting. Travel and subsistence are payable at the appropriate civil service 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>	6-10 half or full day meetings per annum depending on the number of appeals received. Some preparatory work (usually a half-day) will be necessary in advance of each meeting.

### 1. Background

The Private Security Appeals Board is the statutory body established to hear appeals against decisions of the Private Security Authority. The Authority is the statutory body in Ireland with responsibility for licensing and regulating the Private Security Industry. The Appeals Board is independent of the Authority. The Private Security Appeals Board is established in law under Section 40 of the [Private Security Services Act 2004](#) (as amended).

An Appeal may be made to the Appeals Board against the following decisions of the Authority to:

- Refusal to grant or renew a licence
- Suspension or revocation of a licence
- Issue of a reprimand, warning, caution or an advice
- Refusing a variation in the kind or kinds of security services to which a licence relates

### 2. Functions of the Board

The function of the Private Security Appeals Board is to hear appeals from individuals against decisions on licensing and regulation by the Private Security Authority. Appeals to the Board are normally made in writing and are considered at private sittings of the Appeals Board where a quorum is present (at least three members). The Board may in its absolute discretion and at the request of a party to an appeal conduct an oral hearing of that appeal.

### 3. Person Specification

The Minister for Justice and Equality invites expressions of interest from suitably qualified candidates for appointment to the Private Security Appeals Board. Candidates are invited to indicate if they also wish to be considered for the position of Chairperson of the appeals board.

## Chairperson

[Schedule 2 of the Private Security Services Act 2004](#) specifies that the Chairperson must be a practising barrister, or practicing solicitor, of not less than 7 years standing.

It shall be a function of the Chairperson to ensure the effective performance by the Appeals Board of its functions.

The Chairperson, if of opinion that the conduct of a member of the Appeals Board has been such as to bring the Board into disrepute or has been otherwise prejudicial to the effective performance of the Board's functions may –

- a) Require that board member to attend for interview and, on the member so attending, inform the member privately of that opinion, or
- b) Otherwise investigate the matter, and report to the Minister for Justice and Equality the outcome of the interview or investigation if the chairperson considers it appropriate to do so.

## Ordinary Member

The ordinary membership of the Appeals Board are required to ensure that appeals against decisions of the Private Security Authority are, as far as practicable, dealt with expeditiously. The members of the Appeals Board are required to consider appeals from applicants for a licence or the holder of a licence aggrieved by a decision of the Private Security Authority –

- refusing to grant a licence or renewal of a licence,
- suspending or revoking a licence,
- issuing a reprimand, warning or caution or an advice,
- refusing a variation in the kind or kinds of security services to which a licence relates.

Appeals shall be grounded on the record of the decision to which the appeal relates, on the grounds of appeal contained in the notice of appeal and on any observations of the Private Security Authority given at the request of the Appeal Board on any matter arising on the decision.

Candidates must have significant professional experience of legal practice or managerial level of law enforcement or public administration. In addition, candidates for the position of Ordinary Member must also have one of the following:

- Professional or Board experience of regulation or governance
- Experience of appeals processes
- Previous membership of an appellate body
- Professional experience that would demonstrate knowledge of the Private Security Industry and familiarity with the Private Security Services Act 2004 as amended

**Before applying please note that, according to Schedule 2, the following persons are excluded from membership of the Private Security Appeals Board:**

- Persons adjudicated bankrupt
- Persons making a composition or arrangement with creditors
- Persons sentenced to imprisonment on conviction on indictment
- Persons who are not ordinarily resident in the State
- Persons who are 70 years of age or more
- Persons who are members of either House of the Oireachtas or the European Parliament

#### 4. Term of Appointment

- Under the Act, appointments to the Board will be for a period of not more than 4 years and may in each case be reappointed by the Government for a second or subsequent term of office.
- The membership of any member of the Board may be terminated by the Government at any time, on the basis of reasons to be stated.
- A member of the Board may resign his or her membership of the Board by letter addressed to the Secretary General to the Government, and the resignation shall take effect on the date of receipt of the letter.
- Members of the Board shall, subject to the provisions of this Schedule, hold office upon such terms and conditions as the Government may 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 member shall cease to be a member of the board if he or she accepts a nomination as a member of Seanad Éireann, is nominated as a candidate for election to either House of the Oireachtas or to be a representative in the European Parliament or is regarded under Part XIII of the Second Schedule to the European Parliament Elections Act 1997, as having been elected to the European Parliament.

#### 5. Submitting your Expression of Interest

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 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 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 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 expressions of interest 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.

## 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.

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

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 expression of interest

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.