

Appointments to the Oberstown Board of Management

Closing Date: Midnight on 29 January 2016

**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](#) 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 Oberstown Board of Management

Location:	Oberstown, Lusk, Co. Dublin
Number of Vacancies:	5 Ordinary Members
Remuneration:	€3,000 p.a. for an Ordinary Member. Travel and Subsistence will be paid 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 provided for under statute)
Time Requirements:	11 Meetings per annum. There are additional sub-committee meetings.

1. Background

Children detention schools provide places for a child to be detained in custody in relation to criminal charges. This can be when a Court remands a child in custody or, following a conviction, when a child is sentenced either to a period of detention only or for a period of detention to be followed by supervision in the community by the Probation Service.

The current children detention schools are: Trinity House School, Oberstown Boys School and Oberstown Girls School. All three are located on the same campus at Oberstown, near Lusk, Co. Dublin. The principal objective of the schools is to provide care, education, training and other programmes with a view to reintegrating the children into society.

While there is already a single board of management in place for the three children detention schools, there is an ongoing process in recent years to integrate them into a single entity in terms of governance, care practices and the delivery of services for children. Under [section 14 of the Children \(Amendment\) Act 2015](#) and to support this process, the Minister for Children and Youth Affairs intends to issue a statutory order to legally amalgamate the 3 existing children detention schools in Oberstown into a single children detention school. This will necessitate the appointment of a new board of management. The persons to be appointed under this campaign will be appointed to the board for the amalgamated children detention school.

The overall legal framework for the children detention schools is outlined in [Part 10 of the Children Act 2001](#). Each school has a Director who is responsible for the day to day good order, safety and security within their facility and acts *in loco parentis* for each child under the school's supervision and care. The detention schools are funded by the Irish Youth Justice Service, which is an office within the Department of Children and Youth Affairs.

There is a commitment in the current Programme for Government to end the detention of children in adult prison facilities and expanded capacity in Oberstown is currently being brought into use for this purpose.

2. Functions of the Board

Normally, the full board comprises the chairperson and 12 other members, as per section 167(1) of the Children Act 2001. All board members discharge a general oversight role on the operation of the children detention schools, through attendance at monthly board meetings. Board members are briefed by the Director of the Oberstown Campus on operational issues affecting the children detention schools, covering issues such as the progress of children in detention, child safeguarding issues, patterns in the use of children detention school places by the courts, use of resources, delivery of education and training, implementation of recommendations from the Health Information and Quality Authority (HIQA), security and human resources / industrial relations issues.

Board members are also briefed by the Department of Children and Youth Affairs, Tusla – the Child and Family Agency and Dublin / Dun Laoghaire Education and Training Board on service, policy and legal developments relating to the children detention schools. Officers from each of these organisations are members of the board.

A Human Resources subcommittee usually meets on the same day as the monthly board of management meeting. The subcommittee oversees all issues related to HR management and industrial relations issues, in conjunction with the Director.

The current composition of the board is:

Name	Appointed	Position type	Basis of appointment
Ursula Kilkelly (Prof)	March 26, 2012	Acting Chair	Appointed by Minister for Children and Youth Affairs. Professor Kilkelly was appointed as acting chairperson by the Minister for Children and Youth Affairs on 21 May 2015.
Barry Rooney	March 26, 2012	Board Member	Member of staff appointed by Minister for Children and Youth Affairs
Colin Fetherston	March 26, 2012	Board Member	Member of staff appointed by Minister for Children and Youth Affairs.
Diego Gallagher	March 26, 2012	Board Member	Appointed by Minister for Children and Youth Affairs.
Niall Kelly	Sept. 6, 2013	Board Member	Appointed by Minister for Children and Youth Affairs.
Sylda Langford	March 26, 2012	Board Member	Appointed by Minister for Children and Youth Affairs.
Gerard McKiernan	March 26, 2012	Board Member	Employee of Tusla, the Child and Family Agency nominated by Minister for Health - appointed by Minister for Children and Youth Affairs.
Elizabeth Howard	March 26, 2012	Board Member	Nominee of local community, appointed by Minister for Children and Youth Affairs.
Pat Rooney	March 26, 2012	Board Member	Nominee of local community, appointed by Minister for Children and Youth Affairs.
Deirdre Keyes	March 26, 2012	Board Member	Nominee of Minister for Education and Skills - appointed by Minister for Children and Youth Affairs.
Dan Kelleher	March 26, 2012	Board Member	Officer of Minister for Children and Youth Affairs appointed by the Minister for Children and Youth Affairs.

3. Legislative provisions

There are a number of requirements for the composition of the Oberstown board, which are listed in section 167 of the Children Act 2001. These are:

167.—

- (3) In appointing persons to be members of a board of management, the Minister shall have regard to the desirability of their having knowledge or experience of matters that come within the competence of such a board in the performance of its functions.
- (4) Of the members of each board of management at least—
 - (a) one shall be an officer of the Minister,
 - (b) one shall be an employee of the Child and Family Agency nominated by the Minister for Health and Children,
 - (c) one shall be an officer of the Minister for Education and Science nominated by that Minister,
 - (d) two shall be members of the staff of the children detention school or schools under the board's management, and
 - (e) two shall be representative of persons living in the area of one or more than one of such schools.

4. Person Specification

The Minister for Children and Youth Affairs invites applications from suitably qualified candidates with an interest in youth justice to sit as ordinary members on the new board of management for the Oberstown Children Detention Campus, to be established under the Children (Amendment) Act 2015.

Candidates must have significant professional experience in one or more of the following areas:

- i) **Human resource management**, in particular regarding industrial relations, organisational development and change and staff engagement
- ii) **Financial management**, expenditure control and review, risk management, governance and corporate planning preferably as an accountant, auditor or actuary and with previous experience on an audit committee
- iii) **Law** including significant professional experience in the area of child law
- iv) **Youth work** including experience developing child protection programmes

All candidates must have a commitment to and understanding of the rights and interests of children, especially those who come into conflict with the law.

In addition, it is desirable that candidates have:

- Previous experience of board membership;
- Familiarity with child protection issues and the Irish education system.

5. Term of Appointment

Appointments to the Board will be for an initial period of 3 years with the possibility of re – appointment for a second term, 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.

6. 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 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.

7. 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/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.

8. 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.

9. Data Protection Acts 1988 & 2003

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.
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. 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.