

Appointment of members of The Electricity Supply Board

Closing Date: 3pm on Thursday 23rd June 2016

**State Boards Division
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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](#) 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 Electricity Supply Board

Entity:	ESB (Electricity Supply Board)
Location:	Meetings will normally be in Dublin at ESB Headquarters
Number of Vacancies:	2
Remuneration:	€ 15,750 per annum (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:	4 days per month including attendance at meetings of the Board of ESB (the " Board ") and sub-committees of the Board, site visits to ESB locations and ongoing familiarisation with ESB and industry issues. A more extensive time commitment is likely to be necessary in the initial induction period.

1. Background

ESB was established in 1927 as a corporate body in Ireland under the Electricity (Supply) Act 1927. With a holding of 95% of the capital stock, ESB is majority owned by the Irish Government. The remaining 5% of the capital stock is held by an Employee Share Ownership Trust. As a diversified, vertically integrated utility, ESB operates right across the electricity market from generation, through transmission and distribution to supply.

For more information on ESB, please see the company website <http://www.esb.ie/>

As ESB is established under statute, candidates should also note that the principal relationship and governance arrangements between the State and ESB and its subsidiaries (the "**Group**") are set out in legislation (primarily the ESB Acts 1927 to 2014), with relevant Ministers given various functions in relation to the Group.

2. Functions of the Board

While day to day responsibility for the leadership and control of the Group is delegated to the Chief Executive and management team, the Board is ultimately responsible for the performance and long term success of ESB. The Board has reserved key decisions including, *inter alia*, the following for its own consideration:

- Approval of group strategy, annual budgets and annual and interim financial statements;
- Review of operational and financial performance;
- Approval of major capital expenditure;
- Overall review of Group health and safety performance;
- Appointment of the Chief Executive;

- Appointments to senior management on the recommendation of the Chief Executive; and
- Appointment of the Company Secretary.

The "Code of Practice for the Governance of State Bodies" of May 2009 which provides a framework for the application of best practice in corporate governance by both commercial and non-commercial State bodies also sets out information on State boards and directors.

The Board is assisted in the discharge of its responsibilities by a number of sub-committees of the Board, which include:

- Audit and Risk Committee;
- Health, Safety and Environment Committee;
- Remuneration and Management Development Committee; and
- Finance and Business Performance Committee.

The successful candidates will be expected to participate in one or more of these sub-committees.

Information on the current board membership is available [here](#).

3. Person Specification

The Public Appointments Service (the "**PAS**"), in conjunction with NewERA (a business unit of the National Treasury Management Agency (the "**NTMA**")¹), wish to identify suitable candidates for consideration by Government for appointment to the Board.

Expressions of interest are now invited from applicants who consider they possess the skills and experience necessary to join the Board.

Specifically candidates should have significant senior level experience in one or more of the following:

- Finance and/or accounting in a capital intensive or infrastructure business (an accounting qualification would be desirable);
- a customer facing function of an organisation in a dynamic and innovative environment; and
- strategy/policy development in an organisation within, or associated with, the energy sector.

¹ The role of NewERA is to provide independent commercial and financial advice to the relevant Ministers in relation to the exercise of specific functions, including, pursuant to Section 19 of the National Treasury Management Agency (Amendment) Act 2014 "the appointment of the chairperson, members, directors or chief executive of the designated body", with ESB being one of the designated bodies. Further detail on NewERA's activities is set out in Part 3 of the National Treasury Management Agency (Amendment) Act 2014 and in the annual reports of the NTMA (www.ntma.ie).

In addition, candidates should also have the following core competencies:

- the ability to work effectively and cohesively as a member of a team;
- a strong sense of ethics and integrity;
- sound business judgment;
- excellent communication skills;
- proven ability to critically analyse information and constructively challenge (in particular large capital expenditure proposals); and
- an understanding of good governance practices.

4. Term of Appointment

Appointments to the Board will be for an initial period of up to 5 years with an option to extend the term of engagement for a second term of up to 5 years.

- 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.

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 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.

6. Assessment Process

An Assessment Panel (the "Panel") will be convened by PAS in conjunction with NewERA 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.

In undertaking its functions under section 19 of the National Treasury Management Agency (Amendment) Act 2014, NewERA may also identify candidates from other sources that meet the specification in Section 3. These names will also be assessed by the Panel. On completion of the assessment by the Panel, NewERA will recommend suitable candidates 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.

8. 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.