

**Appointment as Chairperson to the Board of Horse Racing Ireland**

**Closing Date: 15:00 on Friday 9<sup>th</sup> March 2018**

**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 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 as Chairperson to the Board of Horse Racing Ireland

<b>Location:</b>	The Curragh, Co. Kildare
<b>Number of Vacancies:</b>	1 Chairperson
<b>Remuneration:</b>	€21,600 (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). Travel & subsistence is payable at appropriate civil service rates.
<b>Time Requirements:</b>	Approximately 9 Board meeting per annum, and approximate 3 meetings of the Appointments & Remuneration Committee. The Chairperson may also attend some other sub-committee meetings, if they wish to do so, though this is not a requirement. There is also a level of engagement with relevant stakeholders and attendance at a number of industry functions.

### 1. Background

Horse Racing Ireland is the body established to provide for the overall administration, governance, development and promotion of the Irish horseracing industry, other than the functions of the Racing Regulatory Body, including promoting and increasing attendance at authorised racecourses and to provide a single structure for the administration and financial management of Irish horseracing.

### 2. Functions of the Board

The general functions of HRI include:

- (a) the processing of all charges, including the collection of licence fees for licences to be issued, and financial sanctions imposed, by the Racing Regulatory Body, imposed on participants in the horseracing industry, other than charges in respect of certifying of hunter certificates and the acceptance of horseracing entries and declarations for point-to-point steeplechases (which shall be paid to the organisers of the point-to-point steeplechases), and payments to participants in the horseracing industry;
- (b) the provision of registry office services including the naming of horses, the issuing of horseracing passports and registration of matters relating to racehorses, including the registration of hunter certificates, horserace entries and declarations (other than point-to-point steeplechases), racing calendar publication, stake holding of race entry funds and prize money for horseraces, and registration of racehorse owners including racing colours;
- (c) the management of the development and promotion of the Irish horseracing industry (including the development of authorised racecourses, the guaranteeing of the costs of integrity services and prize money);

- (d) the promotion of the Irish thoroughbred horse;
- (e) representing Irish horseracing internationally in respect of its functions;
- (f) the provision of financial and other support, at its discretion, to maintain and improve the health and welfare status of the thoroughbred horse, and assist educational and other institutions and organisations in providing improved training and education facilities and courses for the thoroughbred horse industry to satisfy the training and educational needs of that industry at all levels;
- (g) the provision, at its discretion, of financial support for point-to-point steeplechases;
- (h) the making, at its discretion, of grants, loans or other disbursements to authorised racecourses;
- (i) the allocation of race-fixtures and the setting of race-programmes (other than point-to-point steeplechases);
- (j) the negotiation, in consultation with executives of authorised racecourses, of all income from media rights;
- (k) the control of the operations of on-course authorised bookmakers;
- (l) the provision, maintenance to a specification agreed by HRI with the Racing Regulatory Body, and operation of mobile track equipment, including starting stalls, photo finish and camera patrol equipment and any other such equipment agreed from time to time between HRI and the Racing Regulatory Body and the provision to the Racing Regulatory Body of photographs, films, sound recordings and other connected materials or data generated by such equipment as required by the Racing Regulatory Body for its examination and use in the enforcement of the Rules of Racing;
- (m) the operation of racecourses which are owned or leased by HRI;
- (n) the management of any subsidiary of HRI;
- (o) the performance of any functions of the Racing Regulatory Body which may be transferred to HRI in the future by agreement of both parties and subject to the consent of the Minister.

Horse Racing Ireland is financed by a direct grant from Government, profits from the Tote and funding from the on-course and off-course bookmakers.

For further details on Horse Racing Ireland please see [www.hri.ie](http://www.hri.ie). Annual report can be found [here](#).

The current membership of the Board is: -

Name	First Appointed	Reappointed	Expiry Date	Position type	Basis of appointment
Bernard Caldwell	18/02/2009	26/01/2018	25/01/2022	Ordinary Member	Nominated by a prescribed body
Christy Grassick	26/01/2018		25/01/2022	Board Member	Nominated by a prescribed body
Elizabeth Headon	10/11/2016		09/11/2020	Ordinary Member	Appointed by the Minister for Agriculture, Food and the Marine
Daragh Fitzpatrick	26/01/2018		25/01/2022	Ordinary Member	Nominated by a prescribed body
Harry R.D. McCalmont	19/12/2016		18/12/2020	Ordinary Member	Nominated by a prescribed body
James Gough	04/03/2015		03/03/2019	Board Member	External Nomination
Joe Keeling	20/03/2013		19/03/2018	Chair	Appointed by the Minister for Agriculture, Food and the Marine
John Moloney	11/01/2011	26/05/2016	25/05/2020	Board Member	Nominated by a prescribed body
John Powell	26/05/2016		25/05/2020	Board Member	External Nomination
Meta Osbourne	18/12/2013	26/01/2018	25/01/2022	Board Member	Nominated by a prescribed body
Michael Halford	26/05/2016		25/05/2020	Board Member	Nominated by a prescribed body
Noel Cloake	10/02/2006	31/10/2016	13/01/2017	Ordinary Member	Nominated by a prescribed body
Peter G Nolan	10/11/2016		09/11/2020	Ordinary Member	Appointed by the Minister for Agriculture, Food and the Marine
Robert Nixon	31/08/2016		30/08/2020	Board Member	External Nomination/Northern Ireland

### 3. Person Specification

The Minister for Agriculture, Food & the Marine invites applications from suitably qualified candidates who have significant career experience at an appropriately senior level and be in a position to clearly demonstrate the following:

- Significant experience at CEO/Managing Director or Chair level of a fast moving and results oriented organisation of significant scale.
- A proven track record of leadership and consensus building.
- Strategic planning capability, having exposure to and involvement in a strategic planning process.
- A strong track record of corporate governance and compliance experience.
- Evidence of a clear understanding of the thoroughbred racing and breeding sector.

Candidate's attention is drawn to the general details of the role of Chairperson as set out on page 19 of the Code which can be found [here](#). The Principle states:-

- The Chairperson is responsible for leadership of the Board and ensuring its effectiveness on all aspects of its role.
- The Chairperson should display high standards of integrity and probity and set expectations regarding culture, values, and behaviours for the State body and for the tone of discussions at Board level.

#### 4. Term of Appointment

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