



February 2019

The North Leinster Citizens Information Service CLG invites expressions of interest for appointment as a Director or of the Board.

Closing Date: Friday 29th March 2019 @ 13:00

1. Background

The North Leinster Citizens Information Service CLG (NLCIS) was founded in 2018 as part of a national restructure of Citizens Information Companies.

The NLCIS is a new company which has taken over the affairs of six former Citizens Information companies:

- Meath Citizens Information Service CLG
- Louth Citizens Information Service CLG
- Westmeath Citizens Information Service CLG
- North Kildare Citizens Information Service CLG
- South Kildare Citizens Information Service CLG
- Longford Citizens Information Service CLG

The Citizens Information Service

Citizens Information Services (CIS) are companies which allow callers to access face-to-face information on public and social services on a drop-in basis. There are Citizens Information Centres right across Ireland, and these are supported by outreach locations and a mobile service. For more information please see: <http://www.citizensinformation.ie>

2. Functions of the North Leinster Citizens Information Service Board (the Board)

The overall function of the Board is to oversee the delivery of Citizen Information Services in its region in accordance with a Service Level Agreement with the funder, the Citizens Information Board (CIB).

High standards of corporate governance in community and voluntary boards are critical to ensuring a positive contribution to the State's overall social and economic development.

The main objects of the Companies which will be established are:

- The advancement of education and to benefit the community within the Region through the provision of a free and confidential information, advice and advocacy service to the community
- To inform, educate and empower all individuals in the Region without discrimination on the grounds of gender, civil status, family status, sexual orientation, religion, age, disability, race or membership of the traveller community,
- To support citizens by ensuring that they are aware of all their civil and social rights and entitlements and their civic duties and of the social services that exist in the Region. In providing this service, the companies must adhere to the financial and operational guidelines for Citizens Information Services as prescribed by the Citizens Information Board from time to time.

The Board will also have a social policy role. It will support members of the public by researching and providing information on the effectiveness of current social policy and services, and to highlight issues that are of concern to users of those services.

Members of the Board will be appointed to oversee and support the provision of services to the public who require information, advice and advocacy in relation to their rights and entitlements.

They must serve the interests of service users, the taxpayer, pursue value for money in their endeavours (including managing risk appropriately), and act transparently. ¹ In line with the obligations of entities in receipt of public funding Regional Boards must adhere to the principles of:

- Clarity
- Governance
- Value for Money
- Fairness

Board members should act on a fully informed basis, in good faith, with due diligence and care, and in the best interest of the organisation, subject to the objectives of the company.

An important role of the Board members is to maintain the trust of the clients and customers in the independence of the Citizens Information Service.

3. Appointments to the Citizens Information Service Regional Boards

The current Board recruitment process is for four (4) individuals who can demonstrate appropriate professional experience or qualifications in the following areas:

- Legal
- Financial Management/Internal Audit
- HR, Labor or Workplace Relations
- Change Management

The maximum Board membership for each region is 10 Directors, including the Chairperson.

These are voluntary Boards and as a result, no fees are paid to Board members. Travel and subsistence expenses will be paid to members where applicable.

There will be approximately eight meetings per annum, plus attendance at sub-committee meetings, as required. Together with preparatory reading for meetings and follow up activities and information analysis, the total commitment could be up to 10 - 15 hours per month.

Each Director of a Board shall be appointed to serve for a term of up to three years and may only serve for a maximum of two terms either consecutively or cumulatively.

In order to fulfil its functions the Board may establish a number of Standing/Sub or Project committees to assist the Board in the effective and efficient performance of its responsibilities. All members will be expected to make themselves available to be a member of a Committee. Composition of Committees is a matter for the Board.

¹ Extract from Circular 13/2014 page 17 see appendix 1

Person Specification

Board members must have an understanding of the values and importance of serving local communities and have governance experience and expertise.

Applicants should be able to demonstrate the following:

- An understanding of the work and remit of the Citizens Information Services and the wider environment in which the Citizens Information Services operates;
- The ability to critically analyse information, constructively challenge the opinions of others, work to a shared consensus and accept collective responsibility for Regional Board decisions;
- A strong awareness of good governance, including the ability to understand Regional Board level financial data, together with an appreciation of budgeting and sound financial management practices in relation to the significant state funding received from the CIB.
- The ability to take a broad perspective on the future strategic development of the organisation and its services;
- A strong sense of ethics and integrity together with a clear understanding of good governance practices including the role and responsibilities of Boards and of individual Directors in a modern context;
- Excellent communication skills, both oral and written
- A working knowledge of relevant legislation and obligations that Companies must adhere to e.g. Companies Act, Charities Act, Data Protection Legislation.
- The ability to work effectively with others and act to address any conflict which may arise,

Specifically, candidates must demonstrate experience in one of the following areas:

- Experience in corporate governance and compliance and applying best practice in the governance of a community, voluntary or charitable organisation,
- Experience in accountancy, audit, or corporate finance;
- Experience in Human Resources at a senior level (employment law, industrial relations, pensions and organisational development);
- Experience in legal services;
- Experience of change management,

Duties of the Chairperson include:

- Providing leadership to the Board and to the organization;

- Acting as de-facto line manager of the Regional Manager;
- Strengthening the relationship with CIB (and with their “sister” company in the Region);
- In particular, the Chairs have a key role to play in supporting the new companies to become established and working effectively.

Having considered the general suitability criteria for membership of the NLCIS Board, you should consider carefully how your background and experience fits with the specific appointment criteria set out in the Person Specification above. Please give careful consideration to the possibility of any potential conflict of interest that may arise if appointed to this Board.

Successful applicants to the Board will be provided with induction training as appropriate.

How to apply

Please **email** your application form **and** a one – page cover letter to: northleinstercis@citinfo.ie

Closing date/time for receipt of applications is 13:00 on Friday 29th March 2019

Ensure your application form clearly specifies how your particular background and experience meets the requirements of the Board position(s) specified in this expression of interest document.

An Assessment Panel will be created and convened by the existing members of the Board to consider and assess the expressions of interest received. The assessment will be based on a review of applicant’s documentation received.

If you have any questions regarding the application process please email the Regional Manager: noel.oconnor@citinfo.ie

Data Protection

For details on how your personal data will be used as part of this process our Data Protection Notice for job applicants is available at:
http://www.citizensinformationboard.ie/en/data_protection/cis.html

PLEASE NOTE:

- **No person shall be eligible to be a Board member if he/she is an employee of a CIS or MABS company, or is an employee or board member of the funder.**

Appendix 1

This Statement should be brought to the attention of every grant receiving body

If you are in receipt of Public Funding you should

<p style="text-align: center;">Clarity</p> <p>Understand the purpose and conditions of the funding and the outputs required</p> <p>Apply funding only for the business purposes for which they were provided</p> <p>Apply for funding drawdown only when required for business purposes</p> <p>Seek clarification from the grantor where necessary – on use of funds, governance and accountability arrangements.</p>	<p style="text-align: center;">Governance</p> <p><i>Ensure appropriate governance arrangements are in place for:</i></p> <p>oversight and administration of funding</p> <p>control and safeguarding of funds from misuse, misappropriation and fraud</p> <p>accounting records which can provide, at any time, reliable financial information on the purpose, application and balance remaining of the public funding</p> <p>Accounting for the amount and source of the funding, its application and outputs/outcomes.</p>
<p style="text-align: center;">Value for Money</p> <p><i>Be in a position to provide evidence on</i></p> <p style="text-align: center;">effective use of funds</p> <p>value achieved in the application of funds</p> <p>avoidance of waste and extravagance</p>	<p style="text-align: center;">Fairness</p> <p>Manage public funds with the highest degree of honesty and integrity</p> <p>Act in a manner which complies with relevant laws and obligations (e.g. tax, minimum wages)</p> <p>Procure goods and services in a fair and transparent manner</p> <p>Act fairly, responsibly and openly in your dealings with your Grantor</p>