



Expression of Interest Information Booklet

Role title: External Member of Audit,
Risk and Governance Committee

Closing date: 5pm, Tuesday 05th May
2026

Please read carefully

The Health Information and Quality Authority seek Expressions of Interest from suitably experienced and qualified persons for the role of an external member of our Audit Risk and Governance Committee (ARGC).

- Title:** External Member of the Audit Risk and Governance Committee (ARGC)
- Employer:** The Health Information and Quality Authority
- Fees:** Remuneration at a rate of €285 per meeting subject to a maximum annual fee of €1,710. Refer to Section 5 of this document.
- Term:** The term of appointment is three years. Performance is reviewed on an annual basis.
- Meetings:** Approximately 8 afternoons per year. However, that number may be exceeded, depending on the needs of the Board. Meetings are held virtually on MS Teams.
- Closing date:** Interested parties should submit a CV and cover letter as one document to careers@hiqa.ie by **5pm, Tuesday 05th May 2026**

1. Who we are

The Health Information and Quality Authority (HIQA) was established under the Health Act 2007 as an independent State body with the legal power and responsibility to drive high quality and safe care for people using our health and social care services in Ireland. Our mandate extends across a specified range of public, private and voluntary sector services and comes under the aegis of the Minister for Health.

HIQA is an integral part of the health and social care landscape in Ireland and as such has a range of functions that span the regulation and monitoring of health and social care services against regulations and standards, the development of Health Technology Assessments, standards and guidelines and the provision of leadership in defining Ireland's health information landscape in conjunction with other critical stakeholders. Promoting and protecting human rights is at the heart of our work and we are committed to ensuring that people should be treated with fairness, respect, equality and dignity and that their autonomy should be respected. Further information on HIQA is available from www.hiqa.ie

2. About the Audit and Risk Committee

In accordance with the Code of Practice for the Governance of State Bodies, 2016 recommends that audit committees of state bodies have members drawn from outside the Board. Therefore, HIQA is seeking expressions of interest from experienced and qualified persons who are willing to be a member of its Audit, Risk and Governance Committee (ARGC).

The key responsibilities of the Committee include:

- The processes and policies relating to HIQA's system of internal controls, risk management and its governance.
- Internal audit procedures and processes.
- External audit procedures and processes.
- Corporate Governance including compliance with HIQA's [Code of Governance](#)
- Annual financial statements.

Full details are provided in the Terms of Reference for the ARGC attached at Appendix 1.

This is a non-executive role.

3. The Candidate

We are seeking an additional member for HIQA's ARGC who fulfils the following requirements.

3a. Core Competencies

- Knowledge and experience of working in a relevant area e.g. audit; regulatory, finance, risk management, governance, legal or IT;
- A sound understanding of financial management and financial control systems
- Understanding of the public sector operating environment, and its accountability and reporting structures, governance arrangements and public sector reform initiatives.

3b. Behavioural Competencies

- Strong interpersonal skills
- Sound judgement
- Ability to challenge and probe in a constructive and respectful manner
- The time and personal commitment to perform effectively
- High levels of integrity, ethical standards and professionalism
- To act independently, diligently and in good faith.
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3c. Desirable requirements

- Previous experience as a member of an Audit Committee and/or a non-executive member of a Board
- A thorough understanding of the Code of Practice for the Governance of State Bodies, particularly with regards to the role of audit committees and the internal audit function.
- An understanding of the role and functions of HIQA.

Other desirable areas of experience include: risk management; internal audit; regulation; governance; cyber security; the sustainability agenda.

Candidates' attention is also drawn to the provisions of the Code in relation to Audit and Risk Committee membership which can be found [here](#).

4. Time Requirements:

There is a time commitment of approximately 8 afternoons per year. There may also be additional special purpose meetings to progress more immediate items. ARGC typically meetings run from 3.30pm – 5.30pm approximately and are held virtually on MS Teams In addition, Committee members must factor in reading time for Committee papers.

5. Remuneration

Remuneration will be paid at a rate of €285 per meeting subject to a maximum annual fee of €1,710. Such fees are subject to taxation.

The One Person One Salary (OPOS) principle applies and therefore payments can only be made to someone who is not a serving public servant or a non-public servant whose organisations are not largely exchequer funded.

Where relevant, Travel and subsistence for attendance at ARGC meetings is paid at appropriate Civil Service Rates.

6. Submitting your application

Interested parties should submit a CV and cover letter as one document to careers@hiqa.ie by **5pm, Tuesday 05th May 2026**

Your CV should include your full career details and a cover letter demonstrating how you meet the requirements of this position.

You must also 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 of the ARGC, that you can make yourself available to attend meetings and to carry out the duties of a member of the ARGC.

It is strongly recommended that you do not change your email address or mobile phone number in the course of consideration of expressions of interest, as any correspondence will be through the email address/mobile phone number originally supplied by you.

Information provided on applications submitted to HIQA will be processed in line with our Privacy Notice.

7. Assessment Process

An Assessment Panel (the "Panel") will be convened by HIQA to consider and assess the expressions of interest. The Panel will:

- Review and assess the applications received against the specific identified criteria for the role;
- If deemed appropriate meet with candidate/s whose expressions of interest are assessed as scoring highest; and/or
- Carry out any other selection method deemed appropriate
- Recommend the strongest candidate, based on the criteria and assessment process, to the Board for approval.

8. Appointment Process

The successful candidate will be notified in writing and contacted by the Executive to arrange induction training.

Appendix 1 - Audit, Risk and Governance (ARG) Committee Terms of Reference

1. Introduction

The Health Information and Quality Authority (HIQA) is required to establish an Audit Committee.¹ On this basis, the Authority has established an Audit, Risk and Governance Committee (ARGC).

2. Role and purpose

“The Board should have formal and transparent arrangements for governance, risk management and internal controls and for maintaining appropriate arrangements with the State body’s auditors”². The purpose of the ARGC is to support this function of the Board and to ensure that the interests of Government and other stakeholders are protected in relation to business and financial reporting. The ARGC assists the Board in its annual review of the effectiveness of the systems of internal control, including financial, operational, compliance controls and risk management “ by co-ordinating the review of the assurances on internal controls, governance arrangements, risk management, the control environment and the accuracy and completeness of the financial statements”³.

3. Terms of reference

The Terms of reference of the ARGC comprise the following:

3.1 Internal controls and Risk management

- a. Consider the adequacy of the system of internal controls and seek assurance that the system is operated effectively during the reporting period and that the system of internal reporting gives early warning of internal control failures and emerging risks.
- b. Review annually assurance statements from management
 - a. Provide an annual report to the Board outlining the Authority’s systems of internal and financial controls including risk management and governance controls; the work of the Committee during the year; the internal audit reports and executive management assurance statements, prior to the sign off of the annual accounts and annual report.
 - c. Consider and challenge where appropriate, the effectiveness and adequacy of financial controls
 - d. Oversee arrangements for budget management, including planning and reforecasting
 - e. Receive regular income and expenditure reports from management comparing actual performance with annual budgets and forecasts with explanations of material variances.
 - f. Receive capital expenditure reports from management comparing actual expenditure with amounts approved through the capital approval process and with cash forecasts, along with explanations of material variances. For projects of risk and strategic importance receive appropriately detailed reports and explanations
 - g. Consider the effectiveness of the risk management system and oversee the corporate risk register noting any significant changes

¹ Code of Practice for the Governance of State Bodies 2016 (page 37) states that “the Board should establish an Audit and Risk of at least three independent non-executive Board members...”

² Code of Practice for Governance of State Bodies 2016 (page 33)

³ Code of Practice for Governance of State Bodies 2016 (page 34) states that “the Board is responsible for ensuring that effective systems of internal control are instituted and implemented in the State body including financial, operational and compliance controls and risk management and the Board should review the effectiveness of these systems annually”

- h. Oversee arrangements for ensuring cyber security is appropriate
- i. Oversee the delivery of HIQA's quality management programme
- j. Receive reports from Committees of the Board on any areas of concern and where appropriate decide if one of the following actions is required
 - investigate the matter further as provided for by 3.5(d)
 - engage internal audit to audit the area relevant to the concern
 - escalate to the Board for their attention.

3.2 Internal audit (IA)

- a. Annually review effectiveness of the internal audit function
- b. Ensure there is a formal internal audit charter, approved by the Board and reviewed every 3 years
- c. Review and approve internal audit plans and receive regular updates on the plan
- d. Ensure that the internal audit function "ensures that value-for money auditing receives adequate attention"⁴
- e. Ensure that internal audit reviews comply with procurement and disposal procedures⁵
- f. Review internal audit reports and report to the Board the outcomes of the audits
- g. Ensure that IA and the C&AG has direct access to the Chairperson of the ARGC
- h. Review the end of year annual financial controls audit
- i. Receive proposals for tendering for the internal audit function and recommend to the Board approval of the service provider.

3.3 External audit - Comptroller and Auditor General (C&AG)

- a. Meet with external auditor annually without Executives present to ensure there are no issues of concern and to make the external auditor aware of any emerging risks or governance issues
- b. Request the views of the C&AG on the work and effectiveness of the Committee, including governance and internal audit work
- c. Review the C&AG report and management letter and ensure management's responses and any proposed actions are appropriate.

3.4 Annual financial statements

- a. Review the draft financial statements before audit by C&AG. Prior to sign off, consider accounting policies, completeness of accounts, anti-fraud policy, reporting of losses, issues of regularity, probity and propriety and responses to issues raised by the C&AG⁶
- b. Consider the comprehensiveness and meaningfulness of the Statement on Internal Control and review the letter of Representation before issue ⁷

3.5 Corporate governance functions

- a. Consider adequacy of anti-fraud, anti-corruption and protected disclosure policies including staff awareness⁸
- b. Provide an open avenue of communication between internal audit, the Office of the C&AG and the Accounting Officer (CEO) and receive confirmation from the C&AG and IA that the relationship is working effectively. Audit plans should be

⁴ Code of Practice for Governance of State Bodies 2016 (7.11 vi)

⁵ Code of Practice for Governance of State Bodies 2016 (7.11 vii)

⁶ C&AG Report – Effectiveness of Audit Committees in State Bodies, page 23 (Sept 2014)

⁷ Audit and risk Committee guidance, page 10, (2.1 vii)

⁸ Audit and risk Committee guidance, page 10, (2.1 viii)

shared and copies of IA reports will be provided to the C&AG annually during audit activity

- c. Review arrangements established by management for compliance with legislative and regulatory requirements and Board policy
- d. The ARGC has the authority to investigate any matters that fall under the remit of the Committee and the resources and professional advice to do so⁹
- e. Consider whether the procedures for investment appraisal are fit for purpose & comply with best practice including the principles and relevant requirements of Department of Public Expenditure and Reform Public Spending Code¹⁰
- f. The ARGC may procure specialist ad-hoc advice at reasonable expense of the State body, subject to budgets agreed by the Board and in line with Board policy
- g. Consider if procedures for travel and subsistence, procurement are compliant with Government Guidelines
- h. Review any matters within its terms of reference.

4. Membership

- a. The Committee consists of a minimum of three Board members
- b. One member of the Committee must have recent and relevant financial experience
- c. Members should have experience in core areas of business governance, assurance and risk management, internal audit, relevant technical or specialist issues, an understanding of the public sector environment, in particular the accountability structures and current public sector reform initiatives
- d. An external member to the Committee may be appointed¹¹
- e. The Committee may co-opt someone with such expertise for a period of not more than one year to provide specialist skills in a particular area (and where it does not exist within sitting members)
- f. Members will receive a formal induction so that there is a sound understanding of
 - Organisational culture, objectives and challenges
 - Organisational structure, including relationships with the relevant Minister and parent department
 - Relevant legislation or rules governing the organisation
- g. Formal assessment criteria will be set for the appointment of the Chair
- h. Each member will receive a letter of appointment which will set out the responsibilities of the ARGC
- i. The Chairperson of the Board may attend meetings of the ARGC but not chair the Committee
- j. Members are appointed initially for a period of between one and three years which can be renewed but cannot exceed the duration of the term of office of the Board
- k. Succession planning is a matter for the full Board. It will be mediated by the Committee Coordination Group.
- l. The Committee Chair ensure that members are provided with an appraisal of their performance
- m. The Committee Chair recommends individual training needs for Committee members.

⁹ Audit and risk Committee guidance, page 6, (1.14)

¹⁰ Audit and Risk Committee guidance, page 10 (2.1 viii)

¹¹ It is recommended for an Audit and Risk Committee to have members drawn from outside the Board. An Audit and Risk Committee is more likely to have the broad range of skills and experience necessary where its membership is not restricted to the Board.

5. Meetings

- a. The ARGC will meet no less than six times per year and prior to Board meetings where possible
- b. A quorum of this Committee is three non-Executives
- c. The Chief Executive and the Head of Corporate Services, or delegated individual(s), will be invited to attend. Any employee of the Authority or other person may be invited to attend for particular items at the discretion of the Chairperson
- d. The Chair reserves the right to call a short period at the start and end of each meeting for members only (without the Executive present)
- e. The agenda is established by the Chair in consultation with officers of the Board. It is circulated with related papers in advance of the meeting
- g. The internal audit provider will attend standard meetings of the Committee
- h. The Board Secretary will act as Secretary of the Committee
- i. Relevant matters will be brought to the Committee's attention between meetings.

6. Reporting

- The Chair will report in writing on the Committee's proceedings at Board meetings
- Any audit items that relate to the Board's areas of responsibilities will be communicated to the Board as soon as they are identified¹²
- The Committee will provide the Board with an Annual Report, timed to support finalisation of the accounts and the Annual Statement of Internal Financial Control, summarising its conclusions from the work it has done during the year and its opinion on the adequacy of risk management and internal controls and the adequacy of sources of assurance to the Board¹³.

7. Evaluation of Committee

The Committee will evaluate, assess and report on its performance, including its procedures, Terms of Reference, effectiveness and membership on an annual basis.

Any changes to the Committee's terms of reference must be approved by the Board.

8. Designation of ARGC Chairperson in relation to Protected Disclosures (Internal Reporting Channel)

The Chair of the Audit and Risk Committee is a Designated Person for the receipt of protected disclosures from the Internal Reporting Channel¹⁴.

¹² Audit and Risk Committee guidance, page 7, (1.16)

¹³ Audit and Risk committee guidance, page 7 (1.19)

¹⁴ The Protected Disclosures (Internal Reporting Channel) – Standard Operating Procedure sets out HIQA's process for dealing with protected disclosures.

