



Complaints Committee Appointments of Lay Members

The Legal Services Regulatory Authority invites applications from suitably qualified and experienced candidates for appointment to lay member positions on the Complaints Committee panel.

Location: Complaints Committee hearings are held remotely with occasional in-person hearings and annual plenary meetings.

Remuneration: €350 lay member day rate.
€455 Chairperson day rate.

It should be noted that in line with the “One Person One Salary” principle, no public servant will be entitled to receive the daily rate.

Travel and subsistence is payable at appropriate civil service rates.

Time Requirements: Estimated 8-15 sittings per annum. Additional time will be required prior to the meetings for preparatory reading.

1. Background

The Legal Services Regulatory Authority, the LSRA, was established under the Legal Services Regulation Act, 2015 (“the 2015 Act”) as the independent statutory body responsible for the regulation of the provision of legal services by legal practitioners (both solicitors and barristers) and for ensuring the maintenance and improvement of standards in the provision of such services in the State. The Authority has a number of other functions, which are summarised below, and applicants should refer to the 2015 Act for full details. The Authority was formally established on 1 October 2016.

2. LSRA Functions

The Authority will undertake the following specific functions as part of its role:

(1) Keep under review and make recommendations to the Minister in respect of:

- a. admission requirements of the Law Society, Bar Council, and Honorable Society of King’s Inns;

- b. availability and quality of education and training, including ongoing training for the solicitors' and barristers' professions;
 - c. policies in relation to admission and, or, entitlement to practise of the Law Society, Bar Council and the Honorable Society of the King's Inns;
 - d. professional codes;
 - e. the organisation of the provision of legal services in the State.
- (2) Disseminate information in respect of the education and accreditation requirements and any other matters referred to above as the LSRA thinks fit.
- (3) Specify the nature and minimum levels of professional indemnity insurance required.
- (4) Establish and administer a system of inspection of legal practitioners for the purposes of the Act.
- (5) Receive and investigate complaints against legal practitioners.
- (6) Establish and maintain the roll of practising barristers.
- (7) Promote public awareness and disseminate information to the public in respect of legal services, including the cost of such services.
- (8) Keep the Minister for Justice, Home Affairs and Migration informed of developments in respect of the provision of legal services including their cost.
- (9) Keep the Minister informed of developments in respect of the provision of legal services and make recommendations to assist the Minister in coordinating and developing policy.
- (10) Undertake, commission or assist in research projects and other activities in respect of the provision of legal services, which may increase public awareness and promote an improvement in standards for their provision, and make recommendations to the Minister for Justice, Home Affairs and Migration.
- (11) Perform any other functions conferred by the Act or by regulations made under it.

3. Functions and Membership of the Complaints Committee

Under Part 6 of the 2015 Act, the LSRA established a committee, known as the Complaints Committee, for the purpose of considering and investigating complaints.

The Complaints Committee:

- Considers and investigates complaints about legal practitioners (solicitors and barristers) referred to it by the Authority;
- Makes determinations in relation to complaints where appropriate; and

- Can make applications to the Legal Practitioners Disciplinary Tribunal (LPDT) in matters of misconduct where appropriate.

There are 27 members on the Committee; eight nominated by the Law Society, four nominated by the Council of the Bar of Ireland and 15 lay persons appointed by the Authority.

The Complaints Committee consists of divisions of not less than three members and not more than five members. These are referred to as Divisional Committees.

Each Divisional Committee consists of an uneven number of members and there is a majority of lay persons. The chairperson of each Divisional Committee is a lay member of that Divisional Committee.

4. Person Specification

In appointing lay persons to be members of the Complaints Committee, the Authority must be satisfied that those members are independent of the professional bodies as defined by the 2015 Act i.e. the Law Society of Ireland, the Honorable Society of King's Inns and the Bar of Ireland.

"Lay person" is defined under section 2(3) of the 2015 Act as follows:

"For the purposes of this Act, a person is a lay person on a particular date if, on that date, he or she-

- (a) is not a practising solicitor or a practising barrister, and*
- (b) where he or she has previously been a practising solicitor or a practising barrister, he or she-*
 - (i) has not been such in the period of 5 years immediately preceding that date, and*
 - (ii) did not cease to be such as a result of a sanction imposed on him or her by a body that was authorised to require him or her to cease such practice."*

All candidates must meet the definition of a lay person at the time of application and throughout their tenure as lay members of the Complaints Committee.

All candidates must also demonstrate expertise in in or knowledge of, at an appropriately senior level, one or more of the following:

- the provision of legal services,
- the maintenance of standards in a profession (including those regulated by a statutory body),
- the investigation and consideration of complaints relating to services, or
- the interests of consumers of legal services.

5. Term of Appointment

A member of the Complaints Committee shall hold office for a period of four years from the date of appointment and be eligible for reappointment as a member provided that he or she does not hold office for periods the aggregate of which exceeds eight years.

6. Submitting your Application

Applications should be made electronically by email to recruit@lsra.ie

The closing date for applications **is noon (12p.m.) on Thursday 7 July 2025.**

Please submit the following as your application:

- Your completed application form based on the person specification in this advert;
- Your supporting CV (4 pages maximum).

Candidates must be legally entitled to work in Ireland at the time of application.

7. Assessment Process

An Assessment Panel (the “Panel”) will be convened by the LSRA to consider and assess the applications received.

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:
 - I. Consideration of the written applications;
 - II. and/or interview/meeting/conference call; and/or
 - III. Referee checks; and/or
 - IV. Any other selection or verification method deemed appropriate.
- arrive at a shortlist of the most suitably qualified candidates (based on the information provided by the candidate) to be appointed by the Authority.

Please note that the LSRA will not be responsible for any expenses incurred by candidates as part of our selection process.

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.

9. Data Protection

The General Data Protection Regulation came in into force on the 25th May 2018, replacing the existing data protection framework under the EU Data Protection Direction. When your application form is received, we create a computer record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your application.

Certain items of information, not specific to any individual, are extracted from records for general statistical purpose. To make a request to access your personal data please submit your request to dpo@lsra.ie ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant records(s).

Further information can be found [here](#).

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