



An tÚdarás Rialála
Seirbhísí Dlí
Legal Services
Regulatory Authority

LSRA Authority Special Meeting re – Executive Search (CEO)

FINAL Minutes of Meeting of 11 July 2025

Attendance:

Committee	Other
Tom Boland (Chair)	Brian Doherty (CEO)
Eilis Barry	Ultan Ryan (Secretary)
Shane Galligan	
Sara Moorhead	
Simon Murphy	
Michele O'Boyle	
Brid O'Donovan	
Paul O'Donovan	

Apologies:

Paul McGarry SC
Síona Ryan
Emily Sherlock

1. Background

Following on from the CEO, Brian Doherty informing the Authority of his upcoming resignation due to taking up a new post with Fiosrú in September, the Chairperson of the Authority engaged with the Authority for the purpose of establishing a Committee of the Authority to progress the activities required for the selection and appointment of a new CEO. Arising from that engagement, it was decided that there should be a special meeting of the Authority to agree the membership of the Committee and the approach to the recruitment process for the post.

2. Overview from Chairperson

The Chairperson informed the Authority that it was expected that the CEO would be departing in mid-September 2025 and on that basis, in addition to the process of selection of a new CEO, the Authority would need to consider putting in place an interim CEO. In respect of the interim CEO, the Chairperson and CEO (Brian Doherty) would look at options for this role and engage with the Authority on that in due course.

3. Committee Membership

The Authority discussed the make-up of the Committee and proposed Selection/Interview Panel. The Chairperson of the Authority confirmed that he

will act as Chairperson of the Committee. The Authority discussed the appropriate make-up of the Committee, including in respect of gender balance and professional/lay balance. The Chairperson asked for those Authority members who wished to be on the Committee to contact him directly to confirm that interest.

4. Terms of Reference and Approach

4.1 The Authority approved the Terms of Reference of the Committee (see Appendix I to the Minutes). The Authority agreed that the Committee (and the Authority) should have a close connection to the process. In that regard, it was agreed that the Committee would be in a position to review all applications received and that the approach to this would be agreed with the Executive Search supplier once selected.

4.2 The Authority agreed that the Committee would approve the Request for Quotes (RFQ), the Job Specification and the selection of members for the interview panel, including externals. The RFQ to be conducted in line with Office of Government Procurement guidelines on a minimum of three quotes basis. The Executive is to draft documentation for consideration and approval of the Committee.

4.3 In terms of advertising the post, it was noted that this would be undertaken in consultation with the Executive Search supplier. It was noted that while the Public Appointment Service (PAS) would publish the post on its website/database, they would not be directly involved in the selection process as the LSRA is a Public Service organisation. The CEO confirmed that PAS has reviewed documents and provided guidance to the LSRA in the past and they would be asked to review any relevant materials in respect of the process where appropriate. The CEO confirmed Irish language translation will also be included in line with Official Languages Act obligations.

5. Timelines

The Chairperson updated the Authority on general timelines for the process. Once the Committee membership is confirmed, an early meeting of the Committee will take place to approve the RFQ, which will subsequently be issued by the Executive. The Chairperson stated that the foundation work for selection and contract signing for the Executive Search supplier should be completed in August with an initial meeting with the supplier by end August. The process should then be active from the start of September 2025.

6. Interview Panel

The Authority discussed the make-up of the interview panel. It was proposed that a panel of up to 6 will be selected with the Chairperson as panel Chairperson and with a combination of members from the Committee and at least one external member. The Chairperson confirmed that gender balance and balanced representation from the Authority would be included in the selection of the panel.

FINAL Minutes Signed



4 Sep 2025_

Ultan Ryan, Secretary

Date



4 Sep 2025_

Tom Boland, Chairperson

Date

Appendix I
Terms of Reference for Authority Committee

Appointment of LSRA Chief Executive Officer

Terms of Reference for, and membership of, the Sub-Committee

The objective of the sub-committee is to oversee all aspects of the appointment of the Chief Executive Officer of the Legal Services Regulatory Authority up to the making of an appointment by the Authority in accordance with section 24(1) on the Legal Services Regulation Act 2015.

1. In particular the sub-committee shall –
 - (a) Agree on three executive search companies that will be asked to submit proposals (including costings) in response to a Request for Quotes on the provision of executive search services;
 - (b) Agree the content of a Request for Quotes to be issued to the companies referred to at (a);
 - (c) Following assessment of proposals, appoint one of the companies at (a) to provide the services and enter into a contract for that purpose on behalf of the LSRA;
 - (d) Agree a job description for the role of Chief Executive Officer;
 - (e) Agree with the appointed company a detailed and time lined process for the appointment process which shall have regard to the need for the making of an appointment as soon as is practical, the application of best practice and achieving an optimal outcome.
2. The sub-committee shall agree a person or persons, other than a member of the LSRA, who together with the members of the sub-committee will form the interview board.
3. The interview board shall -
 - (a) Review all applications who meet the criteria for appointment before making a decision on the number and composition of the shortlist. (The company will be required to recommend up to 10 applicants as a shortlist); Conduct preliminary interviews with the short-listed candidates;
 - (b) Conduct final interviews with the preferred candidates, which may include the candidates making a presentation to the interview board;
 - (c) Recommend to the LSRA a person for appointment in accordance with section 24(1) of the Legal Services Regulation Act 2015.
4. The sub-committee shall on a regular basis, through the chair, keep the Authority fully informed on the progress of the process.
5. The membership of the sub-committee is –
Tom Boland (chair); Simon Murphy; Brid O Donovan; Paul O'Donovan;
another member of the Authority.