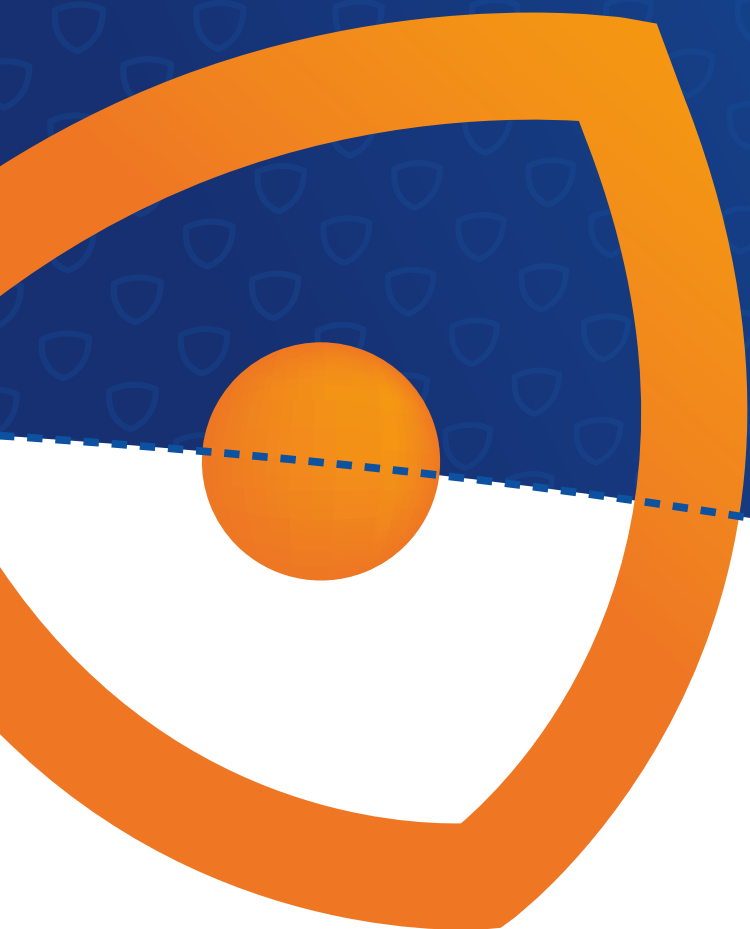




**An tÚdarás Slándála Príobháidí**  
**The Private Security Authority**

**Annual Report 2014**



# Our Mission

To regulate the activities of those involved in the private security industry to ensure that the interests of consumers are fully protected through the establishment, promotion, monitoring and enforcement of appropriate standards.



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## **Foreword by Noel Lappin, Chairman of the Private Security Authority**

I am pleased to present the 2014 annual report of the Private Security Authority. This proved to be an eventful year with the departure of our CEO, the launch of the new Strategic Plan and the continuation of the roll out of our mandate. I would like to thank the Board members, the Executive and the Staff for their efforts and support during a busy year.

In July 2014 Ms Geraldine Larkin resigned as CEO of the Authority to take up a new challenge as CEO of Bord na gCon. The transformation of the industry is a testament to her vision, leadership and hard work. I would like to offer my personal thanks for all her support and wish her the very best in her future endeavours.

In December 2014 the Minister of Justice and Equality, Ms Frances Fitzgerald T.D. appointed Mr Paul Scallan as the new CEO following the recommendation of the Public Appointments Service. Paul has been with the Authority for 8 years, has extensive experience of the area and has the respect of all stakeholders. On behalf of the Board I would like to wish Paul every success in his new position and assure him of our full support at all times. At this point I would like to thank all of the staff for ensuring that the work of the Authority continued while the CEO appointment process took place. In particular I would like to thank Mr John Ryan who acted as interim CEO during the appointment process, his work was much appreciated by all.

During 2014 licensing commenced in the Event Security and CCTV Monitoring sectors, work is on-going in the areas of Private Investigators and Locksmiths and Installers of Safes. During the year new standards were issued in the Cash in Transit and CCTV Monitoring and Electronic Security sectors.

In the 2013 annual report I noted that work was proceeding on the new Strategic Plan. I am pleased to confirm that the new plan was completed and was approved by the Minister in September 2014. The main objectives of this new plan are to complete the licencing of the outstanding sectors of our mandate, to ensure compliance with regulation and to continue to raise standards within the industry.

Completion of the regulation mandate will entail a shift from rolling out licencing and standards to enforcement and quality of service within the industry. At the same time the Authority is conscious of how technological developments are changing the nature

of the industry. New technologies are blurring traditional sector boundaries and this will have significant impacts on all stakeholders.

These developments will have significant impacts on the Authority. The focus and nature of its work will necessarily change: to regulate a high-tech security industry the Authority will require appropriate infrastructure, administration systems, tools and technology.

I look forward to another busy year and to working with the Board, the Executive and other stakeholders as we roll out our new Strategic Plan and to continue the regulation of the industry for the benefit of all stakeholders.

***Noel Lappin***  
**Chairman**



### **Introduction by Paul Scallan, Chief Executive Officer**

I am honoured to present my first annual report on the activities of the Private Security Authority. 2014 was a landmark year for the PSA with the departure of our first Chief Executive, Geraldine Larkin. I would like to acknowledge the incredible work that Geraldine has done over the last decade in transforming the private security industry. Regulation today is a testament to her endeavours and I look forward to building on her legacy in the years ahead.

The private security industry plays an important role in our society involving public safety and property protection. The industry employs over 20,000 people and has a turnover in excess of €700 million per annum. Regulation of the industry is vital in building public confidence and ensuring high standards in the provision of services. The PSA is to the forefront in the development of a professional, regulated and vibrant industry.

2014 saw the extension of contractor licensing to the CCTV Monitoring and Event Security sectors and the issuing of a new standard for the Cash-In-Transit industry. Development of standards for Locksmiths and Suppliers and Installers of Safes continued and auditing guidelines for the Door Supervisor and Security Guarding sectors were published. By the end of the year the number of licensed contractors stood at 895 compared to 840 12 months earlier.

We processed in excess of 15,500 individual applications which included over 5,000 from first time applicants. New training modules for Door Supervisor and Security Guarding employees were completed while work proceeded on training requirements for the Cash-In-Transit and Event Security sectors. Over 1,900 enforcement cases were recorded and while compliance levels were high we continued to uncover instances of unlicensed activity. 3 successful prosecutions were undertaken during the year including one for using an unlicensed security service.

Much of what we have accomplished over the past 12 months has been achieved with the co-operation of other state agencies and our partners across the security sector. I would like to particularly acknowledge the assistance provided by An Garda Síochána, the Revenue Commissioners and all those who participated in our various working groups.

I would like to thank the members of our Board under the chairmanship of Mr. Noel Lappin for their support, commitment and vision. By producing the Strategic Plan for 2014 to 2017 the Board has displayed their knowledge and understanding of the issues facing the private security industry, PSA and regulation. Finally, I wish to acknowledge the dedication and determination of my colleagues working in the PSA. Their contribution to the success of regulation goes largely unnoticed and yet they are responsible for so much of what has been achieved.

***Paul Scallan***  
**Chief Executive**

# The Role of the Private Security Authority

The Private Security Authority (PSA), established by the Private Security Services Act 2004, is the regulator for the private security industry in Ireland. Our role is to protect the public and clients of the security industry by promoting a high quality standards-based licensing system for businesses and individuals working in the security industry.

The PSA is charged with introducing, controlling and managing a comprehensive standards based licensing system for the private security industry. The key responsibility of the PSA is to licence those providing security services and the main objective is to improve and maintain standards and qualifications in the provision of these services. The PSA works in partnership with the industry, both employers and employees, because raising the standards in the industry benefits everyone and ensures that legitimate businesses are not at a disadvantage in the marketplace.

Licensing is being introduced to the industry on a phased basis and in 2014 licensing was extended to contractors in the CCTV Monitoring and Event Security sectors. By the end of the year 77% of all business to be licensed were licensed while licensed individuals account for 82% of all individuals to be licensed. The remaining areas to be licensed while providing crucial security services are small and in many cases security services are delivered by sole traders with few if any staff. Licensing to these sectors will continue to be rolled out during 2015.

## The principal functions of the PSA are:

- Controlling and supervising people who provide security services and maintaining and improving standards in the provision of those services.
- Granting and renewing licences.
- Issuing identity cards to licensees.
- Suspending and revoking licences.
- Establishing and maintaining a register of licensees.
- Specifying standards to be observed in the provision of security services.
- Specifying qualifications or requirements for the granting of licences.
- Undertaking or commissioning research projects and activities necessary for the planning, development and provision of those services.
- Investigating security services being provided by any person.
- Establishing and administering a system of investigation and adjudication of complaints.
- Monitoring the provision of private security services generally.
- Liaising with licensees.
- Advising the Minister for Justice and Equality on any matters relating to the above functions and keeping the Minister informed of developments that would assist in developing policy.



# Mission and Values

In delivering our mandate under the Private Security Services Act 2004, as amended, we are committed to the following mission and values.

## **The Mission of the Private Security Authority is:**

To regulate the activities of those involved in the private security industry to ensure that the interests of consumers are fully protected through the establishment, promotion, monitoring and enforcement of appropriate standards.

## **Our Vision is one in which:**

Consumers' interests will be protected by a licensed and vetted industry with high standards of performance and expertise. This vision is to be maintained through on-going monitoring of all licensed providers and targeted action against those who breach standards. We envision an industry with;

- Strong enforcement delivering transformation of the industry.
- Improved levels of Training and Education.
- Reduced criminality.
- Full rollout of licensing to areas not yet licensed.

and a Private Security Authority with;

- Sufficient resources to deliver services.
- Enhanced Service Delivery.

## **The following values are used to conduct our business:**

- Working in partnership with the Industry and other relevant stakeholders to develop a regulatory framework from which service providers and the general public will benefit.
- Providing excellent customer service to existing licence holders, new applicants for licences and consumers of private security services.
- Reducing costs.
- Conducting our business in a transparent, balanced and proportionate manner.
- Being a model employer by creating an environment in which staff can have adequate resources and develop the skills necessary to perform to the best of their ability and potential.
- Maintaining close working relationships with other bodies/organisations whose business or work is directly impacted by the PSA's remit.
- Providing a safer environment for the general public by ensuring that the potential for criminality within the industry is eliminated.

# Board of the Authority

## Members of the Board

<i>Noel Lappin</i>	Chairperson
<i>Assistant Commissioner Derek Byrne</i>	Representative of An Garda Síochána
<i>Padraic Cafferty</i>	Employer Representative
<i>Helen Curley</i>	Representative of the Minister for Jobs, Enterprise and Innovation
<i>Arthur Hall</i>	Employee Representative
<i>Geraldine Kelly</i>	Legal Representative
<i>Mary Rose Kinane</i>	Staff Representative
<i>Freda O'Dowd</i>	Employers Representative
<i>Ann Reid</i>	Discretionary Non Defined Appointee
<i>Marion Walsh</i>	Representative of the Minister for Justice and Equality
<i>Christy Waters</i>	Employee Representative

## Senior Management Team

<i>Paul Scallan</i>	Chief Executive
<i>John Ryan</i>	Chief Inspector
<i>Seamus Burke</i>	Head of Individual Licensing
<i>Vacancy</i>	Head of Contractor Licensing

## Corporate Governance

In November 2014, the Institute of Public Administration provided training in the area of Corporate Governance to Board Members with the aim of enhancing the knowledge and skills set of the Board. Corporate Governance within the PSA is guided by;

- Report of the Working Group on the Accountability of Secretaries General and Accounting Officers (the Mullarkey Report).
- Public Financial Procedures/Public Procurement Procedures.
- Code of Conduct for the Governance of State Bodies.
- Private Security Services Acts.
- PSA Board's Own Code of Conduct for Board Members.

In addition to the above, the PSA complies with any other miscellaneous instructions on the matter of corporate governance that may from time to time be issued by the Department on behalf of the Department of Public Expenditure and Reform or other Government Department thus ensuring that appropriate structures and processes are in place so that the highest level of corporate governance is maintained.

Procedures are in place to ensure that the members of the Board and the staff of the PSA, holding designated positions, comply with the provisions of the Ethics in Public Office Act and the Standards in Public Office Act.

The Board has established an Audit Committee to review and assess the financial operations of the PSA. The PSA is also subject to audit by the Department of Justice and Equality's Internal Audit Unit and by the Comptroller and Auditor General. All procurement is undertaken in accordance with Public Procurement Guidelines and Policies published by the Department of Finance and Department of Public Expenditure and Reform.

The Chief Executive is responsible to the Board for the performance of his duties and for providing it with such information in relation to the performance of those functions as prescribed by legislation. A Risk Management Report is maintained by the Chief Executive and presented at each Board meeting. The register is designed to ensure that risks are identified and assessed and necessary mitigating actions are, where resources allow, put in place.

The PSA is registered as a Data Controller with the Office of the Data Protection Commissioner and has a policy in place to ensure compliance with Data Protection legislation.

The Board and the Chief Executive are committed to ensuring that the PSA acts at all times in accordance with best corporate practice.

## Corporate Governance

The Board of the PSA met on 5 occasions during 2014. The table below summarises the attendance at these meetings.

Board Member	12/1/14	10/3/14	23/6/14	8/9/14	3/11/14
Noel Lappin	√	√	√	√	√
Derek Byrne	x	x	√	√	x
Padraic Cafferty	√	√	√	√	√
Helen Curley	√	√	√	x	√
Arthur Hall	x	√	√	x	√
Geraldine Kelly	√	√	√	√	√
Mary Rose Kinane	√	√	√	√	√
Freda O Dowd	√	√	√	√	√
Ann Reid	√	√	√	√	x
Marion Walsh	√	√	√	√	√
Christy Waters	√	√	√	√	x

The Audit Committee of the Board comprising of Ms. Geraldine Kelly and Ms. Marion Walsh held two meetings during the year and met with the Office of Comptroller and Auditor General in November 2014.

The Chairman represented the Board at a roundtable meeting hosted by the Minister for Justice and Equality on the Independent Review of the Department of Justice and Equality (Toland Report). The meeting held in Farmleigh House last November was attended by all organisations in the Justice and Equality sector.

## 2014 at a Glance

895 Contractors Licensed  
At Years End  
(2013: 840)

27,681 Individuals Licensed  
At Years End  
(2013: 29,239)

Income From Fees  
€2,862,304  
(2013: €2,511,224)

Staff Numbers 39  
(2013: 36)

New Standards For  
Cash In Transit,  
CCTV Monitoring &  
Electronic Security  
Sectors

Business Licensing  
Extended To  
CCTV Monitoring &  
Event Security Sectors

## Strategic Plan 2014 To 2017

The PSA's Strategic Plan 2014-2017 was, in accordance with Section 9(1) of the Private Security Services Act 2004 (as amended), approved by the Minister for Justice and Equality in September 2014. The Plan builds on the progress made to date and provides future direction for our work. The strategy seeks to:

- complete the regulation of those remaining areas of the security industry that have not yet been regulated.
- set out a strategic direction and timeline for the completion of this work.
- ensure that the PSA has the necessary infrastructure to provide an efficient and effective regulatory regime for new and existing industry sectors.

The Strategic Plan outlines the role of the PSA, charts progress to date and puts this within the context of the private security industry. The document sets out our mission, vision and values as set out on page 6 of this report. These are the drivers of our strategic direction. The Plan sets out to convey our objectives and our understanding of the challenges facing both the PSA and the industry in delivering on these objectives. The Plan further sets out how it is intended to meet these challenges and the manner in which this will be done. The Plan sets out the following key goals:

**Goal 1: Continue the phased regulation of the private security industry.**

**Goal 2: Ensuring compliance with licensing requirements.**

**Goal 3: Raising standards within the industry.**

**Goal 4: Improve quality and frequency of communications.**

**Goal 5: Development of Staff.**

**Goal 6: Optimise the role of PSA inspectors in certification oversight.**

As part of its strategic programme, the Board is inviting stakeholders involved in the security sector to make a presentation at board meetings. The first presentation took place in November 2014 and was delivered by the Irish Security Industry Association. Further presentations have been scheduled for 2015.

# Progress Against Our Goals

## Goal 1: Continue the phased regulation of the private security industry.

### Regulatory Progress

Progress on our regulatory mandate continued during the year with licensing extended to contractors in the Door Supervisor (Event Security), Security Guard (CCTV Monitoring) and Security Guard (Event Security) sectors. By the end of 2014 we had achieved 74% of our regulatory mandate in Business licensing and 82% in individual licensing.

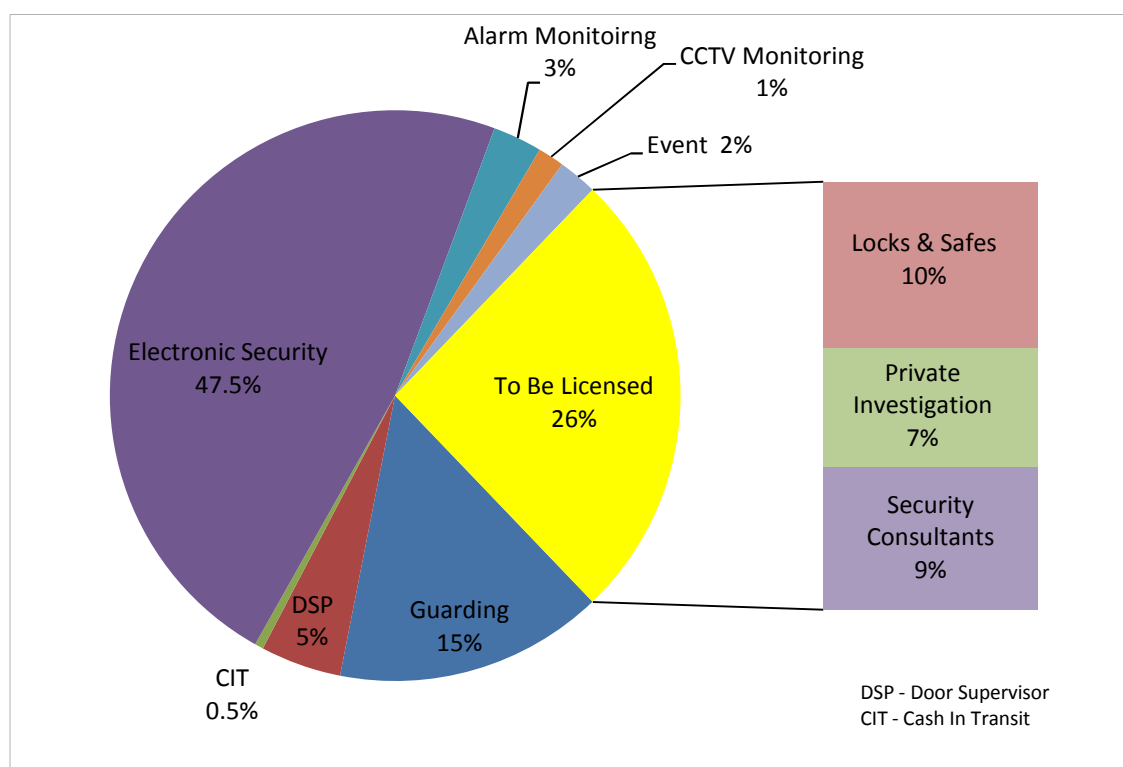


Figure 1 Overview of businesses in the industry showing those licensed / to be licensed

Section 2 of the Private Security Services Act 2004 (as amended) identifies 8 security services subject to licensing by the PSA as follows:

- Door Supervisor
- Installer of Security Equipment
- Locksmith
- Private Investigator
- Provider of Protected Forms of Transport
- Security Consultant
- Security Guard
- Supplier or Installer of Safes.

## Progress Against Our Goals

To simplify the regulation process, the PSA has sub-divided some of the services above into sub-sectors. For example, the Installer of Security Equipment currently comprises of 3 sub-sectors, Access Control, CCTV and Intruder Alarm. Likewise Security Guarding includes Guarding, Event Security and Alarm and CCTV Monitoring.

The PSA has been introducing licensing on a phased basis and our Strategic Plan envisages the completion of our legislative mandate for both Business licensing and Individual licensing by the end of 2016. Work on the licensing of businesses in the Locksmith, Supplier and Installer of Safes and Private Investigator sectors continued during 2014 and announcements on the licensing of these sectors will be made in 2015. The next sector scheduled for individual licensing is Event Security and work on the training requirements for staff in this sector is at an advanced stage.

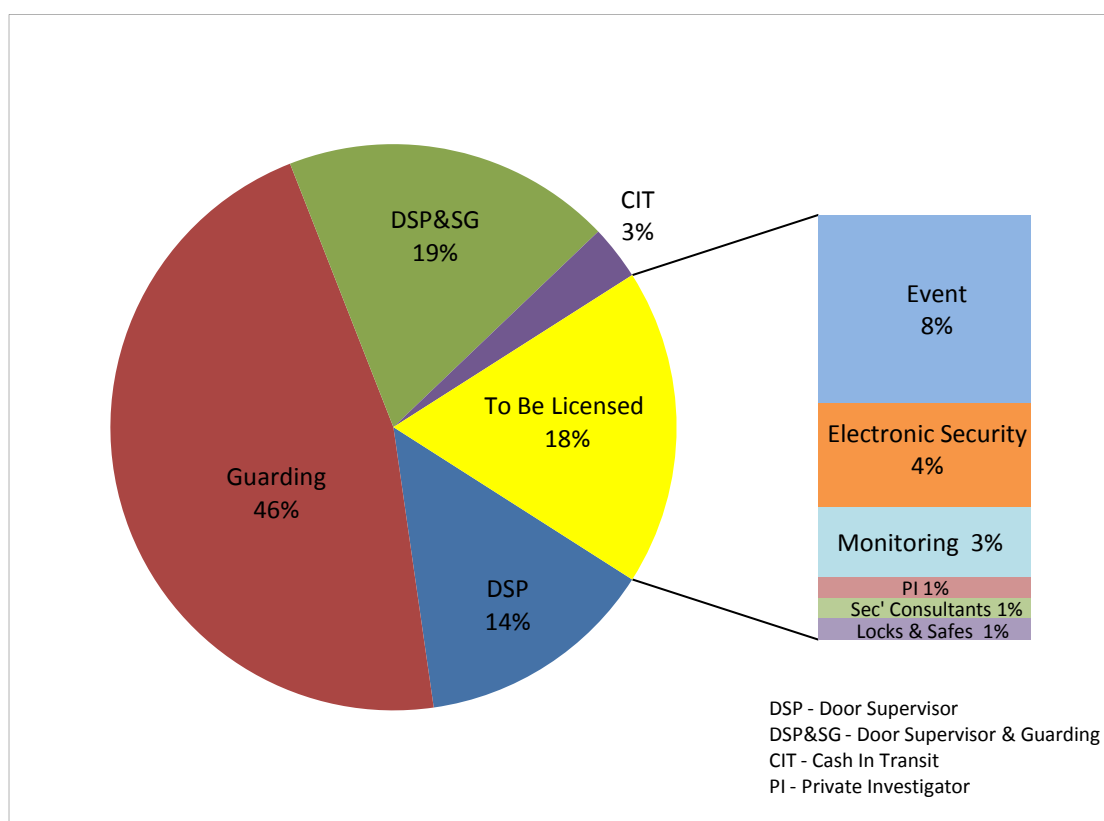


Figure 2 Overview of individuals in the industry showing those licensed / to be licensed



## Progress Against Our Goals

### Business Licensing

2014 saw the extension of licensing to 3 new sectors, Door Supervisor (Event Security), Security Guard (CCTV Monitoring) and Security Guard (Event Security) in November. The total number of licences in circulation at the end of the year was 1,069 up from 902 at the end of 2013. 79 of these were accounted for by the new sectors. However, all sectors showed an increase in licenses with the Electronic Security sectors seeing an increase of 66 while the Alarm Monitoring sector went from 30 licences to 39, a 30% increase. The total number of contractors holding licences increased from 840 at the start of the year to 895 at the 31<sup>st</sup> December 2014. The difference between the number of contractors holding licences and the number of licences in circulation is accounted for by the fact that some contractors hold licences in more than 1 sector.

Contractor licence fees for the year totalled €1,271,113 compared to €963,654 in 2013. The difference is accounted for by the two-year licence cycle with even years recording a larger volume of renewals.

**Table 1 Comparison of Number of Licences Issued for each sector in the years 2011 to 2014**

	2011	2012	2013	2014
DOOR SUPERVISOR (LICENSED PREMISES)	65	65	61	64
DOOR SUPERVISOR (EVENT SECURITY)	N/A	N/A	N/A	27
SECURITY GUARD (ALARM MONITORING)	30	31	30	39
SECURITY GUARD (CCTV MONITORING)	N/A	N/A	N/A	21
SECURITY GUARD (EVENT SECURITY)	N/A	N/A	N/A	31
SECURITY GUARD (STATIC)	233	208	204	214
INSTALLER ELECTRONIC SECURITY	490	497	600	666
CASH IN TRANSIT	7	7	7	7
<b>TOTAL</b>	<b>825</b>	<b>808</b>	<b>902</b>	<b>1,069</b>

## Progress Against Our Goals

During the year a total of 567 contractors lodged applications comprising of 163 first time applications, 362 renewal applications and 42 applications to add a sector(s) to an existing licence.

### Licence Renewals

362 (92%) of the 392 contractors who were scheduled to renew their licence during the year had done so by the end of the year. The non-renewal rate of 8% is down on the 12% rate in 2013 and is the lowest rate recorded since the renewal of contractor licences began in 2008. This can be attributed to increased interaction with contractors by staff around the renewal period.

### Applications Rejected

64 (11%) applications were rejected during the year, down from 13% in 2013. 51 of these subsequently lodged valid applications.

### Applications Refused/Revoked/Suspended

9 applications were refused during the year for failing to meet the licensing requirements. In addition, 7 contractors had their licences revoked for failure to maintain the requirements of licensing. No suspensions of licences took place during 2014.

### Appeals

There was 1 appeal to the Private Security Appeal Board in 2014 against a decision of the PSA. This is the lowest number of contractor appeals lodged with the Appeal Board since licensing commenced. The Appeal Board upheld the decision of the PSA in this case and there are no outstanding contractor appeals with the Board.

### Temporary Licences

Temporary licences are issued to new contractors in the Electronic Security sector so that they can install systems for the purpose of obtaining the standards required for licensing. In 2014, 183 temporary licences were issued for the CCTV and Alarm installation sectors.

# Progress Against Our Goals

## Individual Licensing

### Licence Applications

Throughout 2014 there was a strong focus on the licensing of Cash-in-Transit employees and by years end the number of licences in circulation had increased by 53% from 687 to 1,050. Work continued on the deployment of our on-line facility and plans introduced to increase usage of the system among applicants.

The total number of licences in circulation at the end of the year was 27,681, down from 29,239 in 2013. While the fall in numbers was greatest in the Security Guard sector, the percentage fall was spread equally between the Door Supervisor and Security Guard sectors. There was an increase in CIT licences and in those holding combined Door Supervisor and Security Guard licences, many of whom would have held single sector licences previously.

**Table 2 Comparison of Number of Licences Issued for each sector in the years 2011 to 2014**

	2011	2012	2013	2014
Door Supervisor (Licensed Premises)	6,283	5,733	5,331	4,632
Security Guard (Static)	17,599	16,573	17,869	15,639
Door Supervisor and Security Guard	3,978	4,632	5,352	6,360
Cash-in-Transit	N/A	N/A	687	1,050
<b>Total</b>	<b>27,860</b>	<b>26,938</b>	<b>29,239</b>	<b>27,681</b>

In total, 15,562 individual licence applications were received in 2014. 2,438 of these applications were rejected for a variety of reasons, including insufficient supporting documentation, incorrectly completed documentation and absence of payment. Most of these applications were subsequently re-lodged as valid applications.

## Progress Against Our Goals

Of the valid 13,124 applications received, 5,094 were first time applications and 8,030 were renewals. 10,282 (63%) of the 16,373 licences which expired during the year were renewed. The monitoring of renewal rates is undertaken on a monthly basis and strategies enacted as a result of any trends identified.

**Table 3 Impact of Licences expiring and issuing in 2014.**

	Licences Expired	Licences Renewed	Licences Not Renewed	First Time Licences Issued	Total Licences Issued	Variation: Licences Issued Over Licences Expired
<b>2014</b>	<b>16,373</b>	<b>10,282 (64%)</b>	<b>6,091</b>	<b>5,838 (36%)</b>	<b>16,120 (100%)</b>	<b>-253 (-1%)</b>

As can be seen from the table above the number of first time licences issued in 2014 is almost equal to the number of licences not renewed. This has ensured that the licence holder population has remained relatively constant.

### Licence Fees

Individual licence fees for the year totalled €1,591,191 compared to €1,623,621 in 2013. Licences are issued for a two-year period. The comparable fees figure in 2012 was €1,546,326.

### Applications Refused/Revoked/Suspended

105 applications were refused in 2014. Most were refused in accordance with the PSA's Fit and Proper Guidelines and related to either criminal convictions or pending court cases. A further 10 licence holders had their licences suspended and 1 was revoked as a result of the Fit and Proper requirements.

### Appeals

All individuals who are dissatisfied with a decision of the PSA in relation to their application for a licence have a statutory right of appeal. In 2014 there were 17 appeals to the Private Security Appeal Board. In 7 of the appeals the decision of the PSA was upheld, the decision was overturned in 3 cases and 7 appeals are awaiting determination.

# Progress Against Our Goals

## Goal 2: Ensuring compliance with licensing requirements.

The PSA ensures compliance with the licensing requirements by monitoring licensees and by taking action against those in breach of the Private Security Services Acts 2004 and 2011.

As part of our enforcement process the PSA brought three successful prosecutions through the Courts in 2014. Two cases were heard in July 2014 leading to successful prosecutions against the proprietor of a licensed premises and an unlicensed door supervisor. The third case against a person installing a CCTV system without a licence was heard in October 2014 and led to a guilty plea by the installer. The Court heard that the defendant had previously been warned by a PSA Inspector not to carry out installations of CCTV systems. A fine of €1,000 and costs of €1,537 were imposed.

Intelligence from the industry and the public continues to be a key aid to the PSA in targeting its inspection resources. Intelligence reporting has decreased significantly in 2014 with reports totalling 290 compared with 712 in the same period in 2013. The 2013 figure can be attributed to the commencement of licensing of the CCTV and Access Control sectors in late 2012. A significant number of reports (23%) ended up not being investigated as the case had already been investigated, the intelligence was insufficient or because the contractor was licensed.

**Table 4 Intelligence Activity Report For 2014**

	DSP	SGM	SGS	IES	CIT	Total
<b>Being Investigated</b>	56	1	58	105	3	223
<b>Not Being Investigated</b>	21	1	19	26	0	67
<b>Total</b>	<b>77</b>	<b>2</b>	<b>77</b>	<b>131</b>	<b>3</b>	<b>290</b>

\*Not being investigated means that the intelligence supplied was insufficient or that the basis for the complaint was incorrect.

A total of 1,902 enforcement cases were created during 2014, an increase of 816 (75%) on the 2013 total. The increase can largely be explained by the deployment of our external inspectors across the country.

## Progress Against Our Goals

97 contractor compliance inspections were undertaken in 2014. A majority of licensees were found to be compliant and where non-compliance was identified, formal sanction notices were issued against those licensees. The PSA inspectorate follows up on such formal notices to ensure that all contractors are operating in accordance with licensing requirements.

During 2014, as a result of enforcement actions, the PSA issued 1 Reprimand, 5 Warning, 8 Caution and 2 Advice notices to licensed contractors. This is a decrease on the 2013 figure and is a positive development as it reflects a maturing of licensing in established licensed sectors, manifested as reduced frequency and severity of issues found and improved response in terms of correcting issues identified.

The targeting of clients who engage the services of a private security contractor or individual is a very important aspect of our enforcement work. The power to prosecute a client of an unlicensed security service provider has been one of the most effective tools in ensuring compliance with licensing requirements. There were 131 client cases investigated in 2014.

The PSA received 8 formal complaints against licensees in 2014. All cases were dealt with under Section 39 of the Private Security Services Acts, 2004, as amended and in accordance with the Private Security (Complaints Procedures) Regulations 2006. The number of cases finalised was 7 with decisions issuing in 4 cases. The complaint was upheld in one case and a reprimand issued against the licensee. In the other 3 decisions the complaint was not upheld. 3 cases did not proceed to a full investigation as the complainants did not provide the necessary additional information or wish to proceed further with the complaint. However, the PSA will pursue any case that it considers warrants further investigation even if the complainant withdraws from the formal complaints procedure. Currently there is 1 live case receiving attention.

## Progress Against Our Goals

The Inspectorate targeted individual licensees compliance with the requirement to wear ID badges by carrying out unannounced inspections on licensed premises and locations where door supervision and security guarding is carried out. Inspections were carried out at night, during the day and at weekends on 157 occasions (88 Door Supervisor and 69 Security Guard) covering 1,076 premises around the country. Some inspections were carried out in the company of An Garda Síochána and officials of the Revenue Commissioners. 97% of all individuals encountered were licensed and found to be wearing their ID badge.

**Table 5 Details of Individual inspections for 2013 and 2014**

Details	2013	2014
<b>Total Inspections</b>		
<b>Inspections</b>	110	157
<b>Premises Visited</b>	884	1076
<b>Venues with Security</b>	590	770
<b>Security Staff Encountered</b>	1586	2023
<b>Counties Visited</b>	22	26
<b>ID Badge Compliance</b>	94%	97%
<b>DSP Inspections</b>	78	88
- Counties Visited	20	19
- Licensable Security Service	382	397
- - Contractors	175	189
- - In-house	193	200
- - Combination	14	12
<b>DSP Compliance</b>		
- Individual Licensing	96%	96%
- Section 30 (wearing of ID badges)	94%	97%
<b>SG Inspections</b>	32	69
- Counties Visited	12	22
- Licensable Security Service	208	373
- - Contractors	150	268
- - In-house	54	80
- - Combination	4	19
<b>SG Compliance</b>		
- Individual Licensing	96%	98%
- Section 30 (wearing of ID badges)	94%	98%

## Progress Against Our Goals

The total number of formal sanctions issued to Individual licensees during 2014 was 59. This is a decrease on the 2013 figure of 98 and suggests a continued improvement in overall compliance. The PSA issued 1 Reprimand, 51 Warning, 4 Caution and 3 Advice notices to Individual licensees in 2014. The PSA issued 3 Reprimand, 79 Warning, 15 Caution and 1 Advice notices to Individual licensees in 2013.



# Progress Against Our Goals

## Goal 3: Raising standards within the industry.

### Standards

There were significant achievements in a number of key areas during 2014. The new standard for the Door Supervisor and Security Guard sectors came into operation on the 1<sup>st</sup> May 2014 while new standards for the Event Security (*PSA Licensing Requirements – Event Security PSA 39:2014*) and CCTV and Alarm Monitoring sectors (*PSA Licensing Requirements – CCTV Monitoring and Alarm Monitoring PSA 33:2014*) were published. A public consultation process to develop a standard for the licensing of Locksmiths and Suppliers and Installers of Safes was undertaken in March 2014.

Work on the revised technical standard for Cash-In-Transit licensing was completed and the standard PSA CIT2:2014 took effect from the 1<sup>st</sup> December 2014. Development work on the licensing of Private Investigators continued and a Regulatory Impact Analysis for publication in January 2015 was drafted.

### Training

The Cash-in-Transit Training Review Group met on a number of occasions during the year to discuss the future training requirements for Cash-In-Transit employees. Agreement was reached on the general skills and knowledge applicable to Cash-In-Transit operatives as well as the learning outcomes to apply to the training.

Work continued with industry stakeholders to review the training requirements for the door supervisor and security guard sectors. At the end of the year the common core skills for both sectors and the relevant learning outcomes had been agreed. These outcomes will also have relevance for future licensing of event security staff. A training module on Physical Intervention Techniques has also been agreed and will be introduced for the Door Supervisor sector.

The PSA as the designated Competent Authority for the Irish private security industry is responsible for the evaluation of qualifications obtained outside the Irish jurisdiction and which fall within the scope of the Mutual Recognition of Qualifications Directive (Directive 2005/36/EC, as amended by 2006/100/EC). The purpose of the Directive is to establish whether or not such qualifications are acceptable as meeting the minimum training requirements for the purpose of eligibility for a licence in the sectors currently licensed in the State.

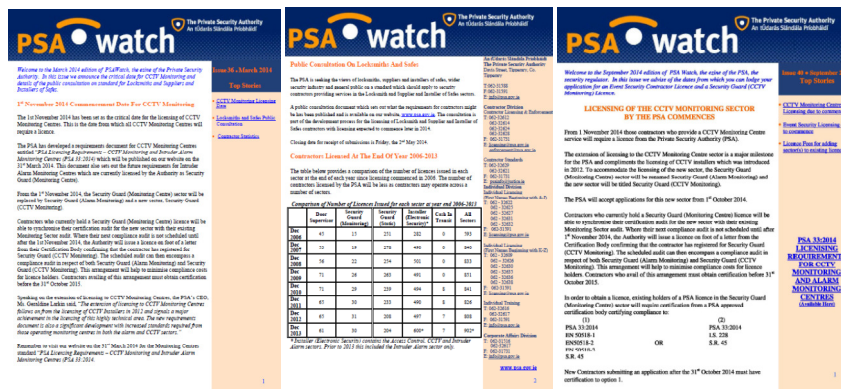
In 2014 the PSA responded, in writing, to 90 queries on the recognition of foreign qualifications which resulted in the receipt of 6 formal applications. All 6 formal applications failed to submit necessary documentation and were subsequently closed.

# Progress Against Our Goals

## Goal 4: Improve quality and frequency of communications.

Communication is important to the PSA and during 2014 we engaged with various media, i.e. print, broadcast, etc, to confer with industry stakeholders, their clients and the wider public. Radio campaigns were run during October, November and December targeting the Electronic Security sectors and the wearing of ID badges by licensed individuals. Our website continues to be our primary communications channel with 129,642 hits during 2014. 2,975 individuals used our online application form during its first full year of operation. We have plans to increase usage of the system and to extend our online services in 2015.

The ezine continues to be an effective way for providing PSA stakeholders with information on key events, important updates and significant industry announcements and six issues were published during the year.



Our dedicated email addresses continue to be a popular means of contact for both individuals and contractors. As well as our general email address info@psa.gov.ie our Licensing Divisions and Enforcement Unit have dedicated email facilities. Individual Licensing also use SMS text messaging as a means of reminding licence holders of their renewal date.

Two press releases highlighting our prosecution successes in Mullingar and Castlereagh were published. We also provided material to Muintir na Tire for inclusion in the information pack to be circulated to its members. The message focused on the requirement to use licensed contractors when installing or maintaining electronic security systems.

# Progress Against Our Goals

## **Goal 5: Development of Staff.**

We are committed to the development of our staff and all staff are encouraged to participate in up-skilling and training. Training needs identified by staff themselves as part of the Performance Management Development System (PMDS) are reviewed and suitable courses made available where requested.

During the year, internal training to help broaden staff awareness and understanding of divisional databases and work practices were undertaken. External training was also provided to a number of staff on Microsoft Project and the management team received skills specific training in a number of areas. One member of staff is pursuing studies at Degree level and is being supported through the refund of fees scheme. Towards the end of the year staff received training to assist them in promotion competitions which are taking place in early 2015.

4 staff were reassigned from the Irish Naturalisation and Immigration Service to the PSA in November. The arrival of our new staff members allowed for the creation of a dedicated Enforcement Unit and enforcement work was transferred from the Contractor Division to the new Unit by the end of the year.

## Progress Against Our Goals

### Goal 6: Optimise the role of PSA inspectors in certification oversight.

The development of PSA standards has allowed the PSA to play a greater role in the certification process. Part of the development process has involved the publication of auditing guidelines which set out our audit requirements and how we wish the audit process to be conducted. Our inspectors will also work to these guidelines when conducting contractor inspections and this will allow us to compare our inspection reports and certification audit report and identify areas which may require further investigation.

The Auditors Forum representing all PSA approved certification bodies and chaired by the PSA meets on a quarterly basis to discuss certification issues. The auditing guidelines have been developed in conjunction with the Forum and will be updated annually to reflect decisions made concerning certification at the Forum. In addition to the auditing guidelines discussions with the certification bodies are ongoing in relation to the duration of audits. It is the PSA's intention to set guidelines in this area to ensure uniformity of approach in the audit process.

The PSA has also held discussions with the Irish National Accreditation Board (INAB) to see if there is a role that they can play in the oversight of the certification process.

**Table 6 Standards coming into operation during 2014**

<b>Effective Date</b>	<b>Title</b>
1 <sup>st</sup> May 2014	PSA Licensing Requirements – Door Supervision and Security Guarding (PSA 28:2013)
1 <sup>st</sup> November 2014	PSA Licensing Requirements – CCTV Monitoring and Alarm Monitoring Centres (PSA 33:2014)
1 <sup>st</sup> November 2014	PSA Licensing Requirements – Event Security (PSA 39:2014)

# **Our Financial Report**

## **Financial Statements**

### **Private Security Authority**

**For the year ended 31 December 2014**

# Our Financial Report

**PRIVATE SECURITY AUTHORITY**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 DECEMBER 2014**

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# Our Financial Report

## PRIVATE SECURITY AUTHORITY

### STATEMENT OF AUTHORITY MEMBERS' RESPONSIBILITIES

Schedule 1 (4) of the Private Security Services Act 2004, requires the Authority to prepare financial statements in such forms as may be approved by the Minister for Justice and Equality. In preparing the financial statements, the Authority is required to:

- Select appropriate accounting policies and apply them consistently.
- Make judgements and estimates that are reasonable and prudent.
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Authority will continue in operation.
- State where applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements.

The Authority is responsible for keeping proper books of account which disclose with reasonable accuracy at any time the financial position of the Authority and which enable it to ensure that the financial statements comply with Schedule 1 (4) of the Private Security Services Act 2004. The Authority is also responsible for safeguarding its assets and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Mr. Paul Scallan  
Chief Executive:



Date: 22/6/15

Mr. Noel Lappin  
Chairperson:



Date: 22/6/15

# Our Financial Report

## PRIVATE SECURITY AUTHORITY

### STATEMENT ON INTERNAL FINANCIAL CONTROL

On behalf of the Private Security Authority (PSA), we hereby acknowledge our responsibility for ensuring that an appropriate system of internal financial control is in operation in the PSA.

We are satisfied that the systems, which the PSA has in place, are reasonable and appropriate for the PSA's circumstances having regard to its size, level of expenditure, staff resources and the nature of its operations. However, the systems do not, and cannot, provide absolute assurance against material error.

The PSA has a Code of Governance, which incorporates the Department of Finance guidelines and has been submitted to the Minister for Justice and Equality.

The Board of the PSA receives the Chief Executive Officer's report, which gives a detailed account of expenditure recorded on a monthly basis together with income. This is reviewed by the Board at every meeting.

The PSA takes the major strategic decisions and meets at regular intervals to monitor performance and plans. The executive management only act within the authority delegated to them by the PSA to give effect to the PSA's policy and decisions.

The PSA ensures that there is an appropriate focus on good practice in purchasing and that procedures are in place to ensure compliance with all relevant guidelines.

A detailed procedural manual has been prepared and put in place. Income is subject to overall reconciliation and where possible, staff duties are appropriately divided taking account of the risks involved and the limited number of staff. The following specific procedures are in place in order to provide effective financial control.

1. Formal procedures are in place for the purchase of all goods and services, for approval of invoices in respect of goods and services and authorisation of payment in respect of goods and services. Procedures in this regard have been strengthened from time to time and recommendations emerging from internal audits have been implemented.
2. Monthly accounts and budgets are prepared throughout the year. At each Board meeting, management accounts are reviewed by the Board of the PSA. The PSA operates a computerised accounting system, which is capable of providing a wide range of financial and accounting information.



## Our Financial Report

3. Budgets are prepared in respect of each year and monthly statements of income and expenditure are prepared to facilitate comparison with budgeted figures.
4. All licence applications received must be accompanied with the relevant licence fee, otherwise the entire application is returned to the applicant. The configuration and workflows of the respective licensing databases ensure that a contractor or individual license cannot issue unless the licence fee field is populated with the correct licence fee. The respective databases have an audit history trail and database workflows are reviewed regularly by the manager within each case division.
5. The PSA's financial control procedures are subject to review by the Department of Justice and Equality internal audit division. The Department of Justice and Equality internal audit division completed an audit of the PSA in February 2014, which provided positive assurance to the Accounting Officer and to the PSA as to the adequacy and effectiveness of the overall system of internal financial controls in place.
6. The risk management strategy has been implemented and monitored through a Risk Management Register. The Register is reviewed as a standing item at all Board meetings.
7. The PSA has an Audit Committee, which reviews the work of internal audit and the management letter from the Comptroller and Auditor General and management response. It meets the Office of the Comptroller and Auditor General (in the absence of management, where necessary) to discuss the outcome of the external audit.

I can confirm that the Board has conducted a review of the effectiveness of the system of internal financial control for the year 2014.

Mr. Paul Scallan  
Chief Executive:



Date: 22/6/15

Mr. Noel Lappin  
Chairperson:



Date: 22/6/15

# Our Financial Report

## PRIVATE SECURITY AUTHORITY

### STATEMENT OF ACCOUNTING POLICIES

#### **BASIS OF ACCOUNTING**

The financial statements have been prepared under the accruals method of accounting, except where stated below, and in accordance with generally accepted accounting principles under the historical cost convention and in the form approved by the Minister for Justice and Equality. Reporting Standards, recommended by the recognised accountancy bodies, are adopted as they become operative.

#### **LICENCE FEES**

Licence fee income is recognised in the period in which the related licence is issued. Licence fee income is remitted monthly as appropriations-in-aid in the Department of Justice and Equality appropriation account, based on the amounts received by the Authority in the prior month.

#### **OIREACTHAS GRANTS**

These are accounted for on a cash received basis. Oireachtas grants comprise funds provided to the Authority by the Vote of the Department of Justice and Equality through the direct payment by the Department of salary and administration costs.

#### **FIXED ASSETS AND DEPRECIATION**

Fixed assets are shown at cost, or estimated market value, less accumulated depreciation.

Fixed assets are depreciated on a straight-line basis over their estimated useful life starting in the month the asset is placed in service.

Furniture	10%
Office Equipment	20%
IT Equipment	20%

# Our Financial Report

## PRIVATE SECURITY AUTHORITY

### INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2014

	Notes	€	2014 €	€	2013 €
<b>INCOME</b>					
Oireachtas Grant	1		2,098,654		2,099,334
Licence Fees	2		<u>2,796,594</u>		<u>2,255,463</u>
			4,895,248		4,354,797
Transfer (to)/from Capital Account	6		<u>21,393</u>		<u>(13,029)</u>
			4,916,641		4,341,768
<b>EXPENDITURE</b>					
Staff Costs	3	1,680,196		1,706,849	
Administration	4	<u>431,367</u>		<u>385,082</u>	
		<u>2,111,563</u>		<u>2,091,931</u>	
Net Income			2,805,078		2,249,837
Remitted to the Department of Justice and Equality	2		<u>2,890,984</u>		<u>2,372,334</u>
<b>Surplus/(Deficit) for the year</b>			<b>(85,906)</b>		<b>(122,497)</b>
<b>Surplus brought forward</b>			<b>220,622</b>		<b>343,119</b>
<b>Surplus at 31 December</b>			<b><u>134,716</u></b>		<b><u>220,622</u></b>

The Statement of Accounting Policies and Notes 1 to 15 form an integral part of these financial statements

Mr. Paul Scallan  
Chief Executive:



Date: 22/6/2015

Mr. Noel Lappin  
Chairperson:



Date: 22/6/15

# Our Financial Report

## PRIVATE SECURITY AUTHORITY

### BALANCE SHEET AS AT 31 DECEMBER 2014

	Notes	€	2014 €	€	2013 €
<b>TANGIBLE ASSETS</b>					
Fixed Assets	5		9,063		30,456
<b>CURRENT ASSETS</b>					
Debtors and Prepayments		17,586		9,010	
Bank and Cash		119,509		217,369	
Stock		<u>5,459</u>		<u>5,856</u>	
			<u>142,554</u>		<u>232,235</u>
<b>CURRENT LIABILITIES</b>					
Creditors and Accruals			<u>7,838</u>		<u>11,613</u>
<b>NET CURRENT ASSETS</b>					
			<u>134,716</u>		<u>220,622</u>
<b>NET ASSETS</b>					
			<u>143,779</u>		<u>251,078</u>
<b>LONG TERM LIABILITIES</b>					
Capital Account	6		9,063		30,456
Income and Expenditure Account			<u>134,716</u>		<u>220,622</u>
			<u>143,779</u>		<u>251,078</u>

The Statement of Accounting Policies and Notes 1 to 15 form an integral part of these financial statements

Mr. Paul Scallan  
Chief Executive:



Date: 22/6/2015

Mr. Noel Lappin  
Chairperson:



Date: 22/6/15

# Our Financial Report

## PRIVATE SECURITY AUTHORITY

### CASH FLOW STATEMENT FOR THE YEAR ENDED 31 DECEMBER 2014

Reconciliation of operating surplus to net cash inflow/(outflow) from operating activities	2014	2013
	€	€
Operating (deficit)/surplus for period	(85,906)	(122,497)
Depreciation of Tangible Assets	21,393	18,566
Transfer to/(from) Capital Account	(21,393)	13,029
(Increase)/Decrease in Stock	397	344
(Increase)/Decrease in Debtors and Prepayments	(8,576)	4,662
(Decrease)/Increase in Creditors and Accruals	(3,775)	-
	-----	-----
<b>Net cash inflow/(outflow) from operating activities</b>	<b>(97,860)</b>	<b>(85,896)</b>
<b>Net Capital Expenditure</b>		
Payments to acquire tangible fixed assets	-	(31,595)
Increase/(decrease) in cash	<b>(97,860)</b>	<b>(117,491)</b>
	=====	=====

### RECONCILIATION OF NET CASHFLOW TO MOVEMENT IN NET (DEBT)/FUNDS

	2014	2013
	€	€
Net funds at 1 January	217,369	334,860
Net funds at 31 December	<u>119,509</u>	<u>217,369</u>
Increase/(decrease) in Cash	<b>(97,860)</b>	<b>(117,491)</b>
	=====	=====

The Statement of Accounting Policies and Notes 1 to 15 form an integral part of these financial statements

Mr. Paul Scallan  
Chief Executive:



Date: 22/6/15

Mr. Noel Lappin  
Chairperson:



Date: 22/6/15

# Our Financial Report

## PRIVATE SECURITY AUTHORITY

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2014

	2014 €	2013 €
<b>1. OIREACTHAS GRANT</b>		
Vote 19 – Justice and Equality	<b>2,098,654</b>	2,099,334

#### 2. LICENCE FEES

The licensing cycle is a two-year cycle with the majority of contractors falling due for renewal in year 1 and the majority of individuals falling due for renewal in year 2. Individual applicants are greater in number but give rise to less licence fee income. The Authority's fee income, therefore, fluctuates in line with the licensing cycle.

#### Remittance to the Department of Justice and Equality

	2014 €	2013 €
Licence fees received in prior period due to be remitted as at January 2014	217,169	334,661
Bank charges in the year	(3,470)	(621)
Licence fee income in 2014	2,796,594	2,255,463
Remitted to the Department of Justice and Equality	<u>(2,890,984)</u>	<u>(2,372,334)</u>
Amount due to be remitted for December 2014	119,309 =====	217,169 =====

# Our Financial Report

## PRIVATE SECURITY AUTHORITY

### 3. STAFF COSTS

	2014 €	2013 €
Salaries and wages	1,607,610	1,640,759
Travel and subsistence	<u>72,586</u>	<u>66,090</u>
	<b>1,680,196</b>	<b>1,706,849</b>

The Authority employed 39 Staff at 31 December 2014 (2013: 36).

	2014 €	2013 €
<b>4. ADMINISTRATION</b>		
Office expenses	51,477	60,406
Consultancy services	40,407	37,724
Authority members' fees	57,611	29,070
Legal expenses	13,507	37,665
Communications costs	65,002	58,228
Licensing costs	72,332	66,437
Advertising	74,613	52,714
Depreciation	21,393	18,566
Audit fee	6,450	7,075
Other	20,087	7,327
Accountancy fee	4,688	4,612
Repairs & maintenance	3,800	5,258
Loss on disposal of fixed assets	-	-
	<u>431,367</u>	<u>385,082</u>

# Our Financial Report

## PRIVATE SECURITY AUTHORITY

### 5. TANGIBLE FIXED ASSETTS

	Furniture & Fittings €	IT Equipment €	Office Equipment €	Total €
<b>COST</b>				
At 1 January	9,632	613,680	48,189	671,501
Additions	-	-	-	-
Transfers <sup>1</sup>	-	104,321	14,545	118,866
Disposals	-	-	-	-
<b>At 31 December</b>	<b>9,632</b>	<b>509,359</b>	<b>33,644</b>	<b>552,635</b>
<b>ACCUMULATED DEPRECIATION</b>				
At 1 January	6,562	592,602	41,881	641,045
Transfers <sup>1</sup>	-	104,321	14,545	118,866
Disposals	-	-	-	-
Charge for Period	964	17,075	3,354	21,393
<b>At 31 December</b>	<b>7,526</b>	<b>505,356</b>	<b>30,690</b>	<b>543,572</b>
<b>NET BOOK VALUE</b>				
<b>At 31 December</b>	<b>2,106</b>	<b>4,003</b>	<b>2,954</b>	<b>9,063</b>
	=====	=====	=====	=====
<b>At 1 January</b>	<b>3,070</b>	<b>21,078</b>	<b>6,308</b>	<b>30,456</b>
	=====	=====	=====	=====

<sup>1</sup>IT & Office Equipment which were previously recorded on the Private Security Authority Asset Register were transferred to the Department of Justice and Equality Register during 2014. The transfers occurred following a review of the Asset Register and the view that the assets were proper to the Department's Asset Register.



# Our Financial Report

## Private Security Authority

### 6. CAPITAL ACCOUNT

		2014		2013
	€	€	€	€
Opening Balance		30,456		17,427
Fixed asset purchases	-		31,595	
Transfer/Disposal of Fixed Assets	(118,866)		(11,321)	
Amortisation	(21,393)		(18,566)	
Amount released on Transfer/ Disposal of Fixed Assets	<u>118,866</u>		<u>11,321</u>	
Transfer (to)/from Income and Expenditure a/c		<u>(21,393)</u>		<u>13,029</u>
Balance as at 31 December		<u>9,063</u>		<u>30,456</u>

### 7. PENSIONS

All of the Authority's staff have been seconded from the Department of Justice and Equality. Pension liabilities of such staff will be met out of Superannuation Vote 12 and no provision has been made in these financial statements in respect of these costs.

### 8. PRIVATE SECURITY APPEAL BOARD

The Private Security Appeal Board was set up to hear and determine appeals against decisions by the Authority. The Appeal Board is made up of three members and a Chairperson. The Appeal Board is appointed by the Government and is independent of the Authority. The costs incurred by the Board are met by the Department of Justice and Equality and are not reflected in the Authority's financial statements.

# Our Financial Report

## 9. PENSION LEVY

Salary costs included in this account are the gross costs to the Authority for the period. The Department of Justice and Equality pays salaries on behalf of the Authority. Pension levy deductions, as per Section 2(3) of the Financial Emergency Measures in the Public Interest Act 2009 (No. 5 of 2009), are made by the Department and are retained as Appropriations-in-Aid for that Department. This amounted to €94,570 in 2014 (2013: €96,761).

## 10. AUTHORITY MEMBERS' INTERESTS

The Authority adopted procedures in accordance with guidelines issued by the Department of Finance in relation to the disclosure of interests by members and those procedures were adhered to in the year. There were no transactions in the year in relation to the Authority's activities in which members had any beneficial interest.

## 11. ACCOMMODATION NOTE

The Authority operates from accommodation at Davis Street, Tipperary Town which is provided free of charge by the Office of Public Works.

## 12. BOARD MEMBERS FEES

There was no board in place from January to June 2013. Fees of €58,140 were paid to board members in 2014 (2013: €29,070) as follows:

	<b>2014</b>	<b>2013</b>
<b>Name</b>	<b>€</b>	<b>€</b>
Noel Lappin (Chairperson)	<b>11,970</b>	5,985
Padraic Cafferty	<b>7,695</b>	3,848
Arthur Hall	<b>7,695</b>	3,848
Geraldine Kelly	<b>7,695</b>	3,848
Freda O' Dowd	<b>7,695</b>	3,847
Christy Waters	<b>7,695</b>	3,847
Ann Reid	<b>7,695</b>	3,847
Marion Walsh	-	-
Helen Curley	-	-
Derek Byrne	-	-
Mary Kinane	-	-
	<b><u>58,140</u></b>	<b><u>29,070</u></b>

# Our Financial Report

## PRIVATE SECURITY AUTHORITY

Travel and subsistence expenses of €3,645 were paid to board members in respect of 2014 (2013: €3,197) in accordance with civil service travel and subsistence rates.

### 13. CHIEF EXECUTIVE REMUNERATION

The Authority's Chief Executive took up a new post in mid-2014. The Chief Executive's remuneration for 2014 was made up of an annual basic salary of €60,767 (2013: €110,554). In addition the Chief Executive received €5,586 in respect of travel and subsistence expenses in 2014 (2013: €8,992) in accordance with civil service travel and subsistence rates. An interim Chief Executive Officer was appointed from 30<sup>th</sup> June, 2014 and received a Higher Duty Allowance of €2,673 and €3,605 in respect of travel & subsistence expenses. Pension entitlements do not extend beyond the standard entitlements in the public sector defined benefit superannuation scheme. No performance related payments were made in 2014. The Authority appointed a new CEO on 22 December 2014.

### 14. ENFORCEMENT FEES

Enforcement fees consist of fines for non-compliance with the Authority's regulations and amounted to €1,024 in 2014 (2013: €5,068). These fees are accounted for in licence fee income.

### 15. APPROVAL OF FINANCIAL STATEMENTS

These accounts were approved by the Authority on 22/6/15

# Appendices

## Appendix 1 – Statistical Reports

Report 1 - Number of Individual Licences Issued at 31 <sup>st</sup> December 2014 By County and Gender							
County	Door Supervisor	Security Guard	Both SG and DSP Sectors	Cash-in-Transit	Total	Male	Female
Carlow	72	132	59	5	268	254	14
Cavan	41	142	84	6	273	256	17
Clare	117	262	85	9	473	445	28
Cork	539	1,341	667	96	2,643	2,467	176
Donegal	163	134	95	1	393	365	28
Dublin	1,453	7,416	2,469	438	11,776	11,145	631
Galway	316	448	432	71	1,267	1,188	79
Kerry	145	252	144	11	552	525	27
Kildare	161	887	265	63	1,376	1,305	71
Kilkenny	75	137	70	3	285	272	13
Laois	65	222	129	6	422	407	15
Leitrim	34	34	39	2	109	104	5
Limerick	208	781	220	60	1,269	1,214	55
Longford	23	104	87	2	216	207	9
Louth	143	441	164	30	778	755	23
Mayo	141	377	171	9	698	654	44
Meath	146	576	187	35	944	904	40
Monaghan	55	77	103	14	249	233	16
Offaly	63	189	123	9	384	361	23
Roscommon	54	106	63	11	234	219	15
Sligo	77	147	66	31	321	306	15
Tipperary	107	327	160	9	603	569	34
Waterford	115	299	112	31	557	537	20
Westmeath	67	225	94	11	397	389	8
Wexford	116	218	118	18	470	445	25
Wicklow	91	337	134	24	586	567	19
Northern Ireland	45	26	16	45	132	130	2
GB (excl NI)	0	2	4	0	6	4	2
<b>Totals</b>	<b>4,632</b>	<b>15,639</b>	<b>6,360</b>	<b>1,050</b>	<b>27,681</b>	<b>26,227</b>	<b>1,454</b>
<b>% of Total</b>	<b>17%</b>	<b>56%</b>	<b>23%</b>	<b>4%</b>	<b>100%</b>	<b>95%</b>	<b>5%</b>

## Appendices

Report 2 - Number of Contractor Licences Issued at 31<sup>st</sup> December 2014 By County

County	DSE	DSP	SGAM	SGCCTV	SGE	SGS	IES	CIT	Total
Carlow	1	2	1	1	1	4	14	0	24
Cavan	1	0	1	1	1	2	11	0	17
Clare	0	3	0	0	0	3	13	0	19
Cork	2	3	4	2	2	10	61	0	84
Donegal	0	2	0	0	0	3	10	0	15
Dublin	11	29	13	8	13	89	203	4	370
Galway	1	4	1	1	1	8	34	0	50
Kerry	0	0	0	0	0	6	15	0	21
Kildare	2	6	0	0	2	15	31	1	57
Kilkenny	0	2	0	0	0	4	8	0	14
Laois	0	1	0	0	0	3	11	0	15
Leitrim	0	0	0	0	0	0	5	0	5
Limerick	0	0	1	1	0	4	31	0	37
Longford	0	0	0	0	0	2	7	0	9
Louth	1	1	0	0	1	5	26	0	34
Mayo	0	0	0	0	0	0	10	0	10
Meath	1	4	0	0	2	15	41	0	63
Monaghan	1	1	0	0	1	3	8	1	15
Offaly	0	0	0	0	0	1	9	0	10
Roscommon	0	0	0	0	0	2	5	0	7
Sligo	0	0	0	0	0	3	5	0	8
Tipperary	1	1	0	0	1	8	22	0	33
Waterford	1	1	0	0	1	5	11	1	20
Westmeath	1	1	0	0	2	5	9	0	18
Wexford	1	1	2	2	1	3	17	0	27
Wicklow	0	0	1	0	0	6	25	0	32
Northern Ireland	1	1	7	4	2	2	19	0	36
GB (excl NI)	1	1	8	1	0	3	5	0	19
<b>Totals</b>	<b>27</b>	<b>64</b>	<b>39</b>	<b>21</b>	<b>31</b>	<b>214</b>	<b>666</b>	<b>7</b>	<b>1,069</b>
<b>% of Total</b>	<b>3%</b>	<b>6%</b>	<b>4%</b>	<b>2%</b>	<b>3%</b>	<b>20%</b>	<b>62%</b>	<b>1%</b>	<b>100%</b>

### Legend

DSE – Door Supervisor (Event Security)  
 DSP – Door Supervisor (Licensed Premises)  
 SGAM – Security Guard (Alarm Monitoring)  
 SGCCTV – Security Guard (CCTV Monitoring)  
 SGE – Security Guard (Event Security)  
 SGS – Security Guard (Static)  
 IES – Installer (Electronic Security)  
 CIT – Cash In Transit

# Appendices

## Appendix 2 – Organisation Chart

<b>2014 Organisation Chart</b>			
<b>Paul Scallan</b> Chief Executive Officer			
<b>Corporate Affairs &amp; Training</b>	<b>Individual Licensing</b>	<b>Contractor Licensing &amp; Standards</b>	<b>Inspectorate</b>
<b>Seamus Burke</b> Head of Division		<b>Vacant</b> Head of Division	<b>John Ryan</b> Chief Inspector
<b>Pat Gooley</b> Division Manager	<b>Siobhán Carew</b> Division Manager	<b>Rosie Cunningham</b> Division Manager	<b>Jim O’Neill</b> Division Manager
Josephine Crowe Jerry Cotter Ann Mooney Norah Lonergan Kathleen McGlynn George O'Neill	Mary Rose Kinane Berni O'Connor Breda Ryan Anne Breheny Nano Ryan Bernie Ryan Kathleen Ryan Patricia Quirke Mary Ryan Maria Cagney Eilish McCormack	Breda Burke Mary Davern Margaret Donovan Lynda O' Sullivan Ann Lonergan Liz Maher Noreen Hogan Therese Costigan	David McGuinness Kay McAuliffe Edward Gannon Joseph Reilly Damien Travers Sandra Quirke Majella O’Keeffe

## Appendices

### Appendix 3 – Energy Report

*(As required under S.I. 542 of 2009)*

In 2014, the main sources of energy usage in the Authority continued to be heating oil and electricity. Our utilities are managed through a modern, efficient Building Management System (BMS). The energy rating for the building remained at C1 which is above average for buildings of our type.

The annual energy usage for the Authority's building as compared to the energy usage for a typical building of this type is contained in the table below:

<b><i>Our Building</i></b>	
Non-Electrical (kWh/m <sup>2</sup> /yr)	Electrical (kWh/m <sup>2</sup> /yr)
96	111
<b><i>Typical Building Of This Type</i></b>	
Non-Electrical (kWh/m <sup>2</sup> /yr)	Electrical (kWh/m <sup>2</sup> /yr)
136	233

The focus in 2014 was to maintain the progress attained to date in reducing CO2 emissions by 30% by 2020. For the second year in a row we received an award under the OptimisingPower@Work scheme in the Historic Buildings category.

Staff awareness continues to be a major theme of our campaign. An engineer, responsible for the oversight of energy saving targets in public sector buildings, gave a presentation to staff on energy savings and water conservation.

# Contacts

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