

# Board of Governor Recruitment Board Member pack



**The Curve Community Centre**  
Putting residents at the heart  
of everything we do.



THE ROYAL BOROUGH OF  
KENSINGTON  
AND CHELSEA



## Applicant Information pack

<b>Role:</b>	<b>Board Member</b>
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For any additional support or information please contact  
[thecurve@rbkc.gov.uk](mailto:thecurve@rbkc.gov.uk)

## The Curve Community Centre Board of Governors - Member

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### **Guidance for applicants:**

Thank you for your interest in the Board of Governors Member role. This pack has been designed to provide you with all the information you need to get started with making your application. If you have any queries, please do not hesitate to get in contact with us and we look forward to receiving your application.

Kind regards

*The Board of Governors and The Curve Management Team.*

Please read these guidance notes carefully before submitting your application.

This guidance is intended to help you participate in our recruitment process as effectively as possible. If you require paper copies or larger print, please contact us.

### **Completing your Expression of Interest letter and CV – the essentials:**

We are asking all applicants to submit an Expression of Interest letter and CV.

Please note there is no application form to complete. CVs received on their own will not be accepted. Applications must include a CV along with an Expression of Interest letter supporting the application.

### **Your CV:**

Please provide an up to date CV providing an outline of education, qualifications, experience and training. Please list any professional memberships and any relevant training or skills. Please make sure you insert a contact number and email so we can get in touch with you.

Please provide details of 2 professional referees whom we may contact to ask for a reference if you are successful.

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Please share their name and contact details and how you know them i.e. employer etc. Please note we do not accept family or friends as reference providers. We will not contact your referees unless you are successful for this role and will ask for references prior to confirming your appointment.

### **Your Expression of Interest:**

This is a very important part of your application which gives you an opportunity to explain why you are a suitable candidate for the position that you are applying for. In your Expression of Interest letter, you will need to address the selection criteria on page 11.

Read the Essential Criteria and Desirable Criteria carefully and keep these in mind when writing your supporting statement

The selection criteria consists of 'Essential Criteria and Desirable Criteria'. Please state your experience, knowledge and skills. It is beneficial to provide evidence in the form of examples which demonstrate how you meet each requirement. You can use relevant work-based examples or other activities i.e. voluntary work etc. to support your application. You can also list any relevant experience that you think will add value and diversity to the Board of Governors.

The information and evidence you share with us will enable the recruitment panel to assess your application against each criterion. The panel will follow a fair and consistent approach to assessing all the applications received. To ensure fairness to all applicants, any decision to shortlist you for interview will be based solely upon the information you supply in your application.

In your application submission, please state where you heard about this opportunity.

**Please keep your Expression of Interest letter to no more than 500 words and insert your name and contact details.**

### **Submitting your application**

Please send your CV and complete application by email [thecurve@rbkc.gov.uk](mailto:thecurve@rbkc.gov.uk)

Or by post to: The Centre Manager, The Curve Community Centre, 10 Bard Street, Kensington W10 6TP.

If you wish to discuss your application or you need more information regarding this role, please contact us.



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If you require any additional support or have any issues with submitting your application, please contact us by email [thecurve@rbkc.gov.uk](mailto:thecurve@rbkc.gov.uk)

Or by phone: 020 7221 9836.

### **Your data:**

The Council will process your data in line with the Data Protection Act 2018. By submitting an application, you are consenting to your data being utilised and kept on record for the purposes of the recruitment process. Your phone and home address details on the form will be used to contact you to keep you informed of any updates regarding your application. The Council will not use the information you provide for other purposes.

If you are successful, this information will be retained for the period of your tenure and if you are unsuccessful this information will be destroyed within 3 months of submission.

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### The selection process:

There are 3 stages to the selection process, *please note timescales are indicative:*

#### Stage 1: Shortlisting process

A recruitment panel will assess how closely your application meets the selection criteria set out on page 11.

The panel will go through your application in detail, looking for evidence that you possess the knowledge, skills and experience required for the role.

If you are not selected for interview, it will be because your application does not adequately demonstrate the criteria required for the role or there are candidates who meet the criteria closer than you.

#### Stage 2: Local panel assessment

Shortlisted applicants will be expected to meet with local representatives as part of the selection process. This could take place as a separate meeting or as part of the interview process according to the availability of panel members. Applicants will be assessed by the panel in accordance with the selection criteria to discuss and explore further your experience and skills relevant to the role. The local panel will provide feedback to the interview panel and this will be taken into consideration.

#### Stage 3: Interviews

If you are selected for interview, we will normally contact you by phone or e-mail. You will receive full details of and directions to the interview by email. If you have a disability and need any adjustments to be made for you to take part in the selection process, please contact us on receipt of your interview invitation. Due to the ongoing Covid-19 restrictions, the interviews will be carried out on platforms such as Microsoft Teams or Zoom.

#### When will I hear of the outcome?

Offers to successful candidates are expected to be announced in March/April 2021 in accordance with the rolling programme of selection. All offers are subject to return of satisfactory references and commitment to complete mandatory induction training which will cover all aspects of roles and responsibilities and good governance practices. An appointed member of the interview panel will provide feedback to unsuccessful candidates upon request.

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**Board Member Role Profile:**

**Overview of the key areas:**

The Board of Governors play a vital role in the recovery of the North Kensington community following the Grenfell Tower tragedy. They are expected to:

1. **Work together as an effective team of Governors** to ensure the operations and delivery of The Curve Community Centre is accountable to the local community.
2. **Represent the local community and listen to residents** to ensure the centre is community-led and reflects the needs and aspirations of the local community.
3. **Support and guide The Curve's management and staff team** in delivering services and activities that bring benefits and positive outcomes for residents.

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**Board Member Role Profile:**

**1. Work together as an effective team of Governors** to ensure the operations and delivery of The Curve Community Centre is accountable to the local community.

*The following areas of focus and delivery are required to ensure that the Board's business is conducted effectively, transparently, and with integrity:*

- 1.1 Work collaboratively to form an effective partnership with The Curve management team to ensure the views of local residents are represented and reflected in decision making and delivery.
- 1.2 Deliver an agreed programme of Board business and contribute to the effective operation of the Board.
- 1.3 Ensure the role of the Chairperson is in place and they are supported in their leadership role with the Board.
- 1.4 Establish and support the steering groups, working groups, and any other Board Committees, and attend these as a member or observer as agreed with the Board.
- 1.5 Operate consistently and considerately to reflect the division of responsibilities between the governance oversight role for the Board of Governors' and the operational responsibilities for The Curve management and staff team.
- 1.6 Adhere to the agreed Terms of Reference for the Board of Governors.
- 1.7 Observe the Seven Principles of Public Life drawn up by the Committee on Standards in Public Life.
- 1.8 Commit to and participate in the induction training upon appointment and any other opportunities offered to develop and enhance your role as a Governor i.e. development days, effective governance practises etc.

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**2. Represent the local community listen to residents** to ensure the centre is community-led and reflects the needs and aspirations of the local community.

*The following areas of focus and delivery are required to ensure that the Board's activities always reflect the views of the local community and its residents:*

- 2.1 Evaluate quarterly review of Curve operations set out in a quarterly report by The Curve management team setting out performance against agreed success criteria and evidence of how local residents voices and views have shaped services and support provided at The Curve.
- 2.2 Support the Chair to represent the Curve community voice at Scrutiny Committee and any other governance/accountability forums.
- 2.3 Support opportunities to strengthen relationships between residents and The Curve staff team through regular and effective engagement opportunities.
- 2.4 Promote a positive public perception and resident experience of The Curve community centre as a vital community asset and resource.
- 2.5 Act upon feedback provided by residents and review progress of actions from The Curve Residents' Steering Group.

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### **3. Support and guide The Curve's Management and staff team in delivering services and activities that bring benefits and positive outcomes for residents.**

*The following areas of focus and delivery are required to ensure that the voice of the community leads and directs The Curve's objectives for delivery of services.*

- 3.1 Work as an effective team of Board of Governors in collaboration with The Curve's Management Team and staff to agree and deliver the vision and purpose for The Curve, ensuring the views of residents are central to decision making.
- 3.2 Establish processes and arrangements to work in partnership with The Curve management team; fostering a productive and effective working relationship.
- 3.3 Plan the strategic annual business of the Board with The Curve Management Team and set annual objectives and targets for delivery; securing positive outcomes and benefits for local residents as set out in the Grenfell Recovery strategy.
- 3.4 Agree a monitoring and evaluation framework for The Curve team's delivery of agreed targets, objectives and outcomes ensuring a robust evidence base and data informs this. Regularly review production of reports and ensure this informs future planning.
- 3.5 Provide support and guidance to The Curve Centre Coordinator in their role.
- 3.6 Support the Chair to ensure that the auditing function of the Board of Governors is met, i.e. that all requested information, reports and data are provided to the Scrutiny Committee and other relevant bodies.
- 3.7 Provide oversight of financial monitoring ensuring best practise and value for money.

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**4. Selection Criteria for The Board Member role.**

*Applicants should evidence the following criteria for this role:*

Demonstrate a commitment to making a positive difference to local residents in the North Kensington area.	<b>Essential</b>
Have professional or life experience relevant to areas of The Curve's work.	<b>Essential</b>
A connection to the Grenfell Tower tragedy, either directly or indirectly.	<b>Essential</b>
Demonstrate integrity and a good reputation the community; upholding the 7 principles in public life.	<b>Essential</b>
A resident of or work in the North Kensington area.	<b>Essential</b>
Have played a proactive and positive role in the community and are recognised for bringing communities together and working in partnership.	<b>Desirable</b>
Experience of being on a Board of Governors or acted in a similar governance / local democracy role.	<b>Desirable</b>
Strong community connections to North Kensington or be actively involved with local community or residents' groups.	<b>Desirable</b>

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**Additional useful information**

**5. Available roles:**

We are recruiting for additional Boards Members. We are extremely fortunate to have an existing Chair and Board Member who have been supporting the business of the Board of Governors with a longstanding commitment and dedication. It is now time to add more Members to the Board, to secure a full complement.

**6. Frequency of meetings:**

Board meetings take place monthly, however the Board may need to meet more than this dependent upon business needs. Governors are expected to review Board papers in advance of meetings and this will require a commitment of at least 2 hours per month.

**7. Term:**

Governors of the Board may serve for a term up to five years.

**8. Expenses:**

The role of a Governor is unremunerated, however reasonable expenses will be reimbursed in accordance with The Curve's expenses policy.

**9. Representation of the local community:**

The existing Board of Governors and The Curve's management team are keen to ensure the Board reflects a fair representation of the local demographic in North Kensington and aim to secure a Board that fully represents the local community.

**10. Useful document links:**

**Grenfell Recovery Strategy**

[www.rbkc.gov.uk/grenfell-recovery-strategy](http://www.rbkc.gov.uk/grenfell-recovery-strategy)

**RBKC Charter for Public Participation**

[www.rbkc.gov.uk/charter-public-participation](http://www.rbkc.gov.uk/charter-public-participation)

**Curve Community Centre info**

[www.rbkc.gov.uk/about-the-curve](http://www.rbkc.gov.uk/about-the-curve)

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## **The Seven Principles of Public Life**

### **Proper Conduct of Public Business**

Governing bodies are entrusted with public funds and therefore have a particular duty to fulfil the highest standards of corporate governance at all times, and to ensure that they are discharging their duties with due regard for the proper conduct of public business. Local government was included among the public spending bodies examined by the Committee on Standards in Public Life, and consequently members of governing bodies should observe the Seven Principles of Public Life drawn up by the committee. The Curve's Board of Governors has chosen to adopt these principles, which are as follows:

1. **Selflessness.** Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their families or their friends.
2. **Integrity.** Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.
3. **Objectivity.** In carrying out public business, including making appointments, awarding contracts or recommending individuals for rewards and benefits, holders of office should make choices on merit.
4. **Accountability.** Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
5. **Openness.** Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.
6. **Honesty.** Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
7. **Leadership.** Holders of public office should promote and support these principles by leadership and example.