THE BOARD OF TRUSTEES OF THE ROYAL BOTANIC GARDENS, KEW

Appointment of two Trustees

Candidate pack

Ref: PAPPT 0018/16
Foreword

Ministerial Message to Candidates

Dear Candidate

Thank you for your interest in becoming a Trustee of the Royal Botanic Gardens, Kew.

As I am sure you already know, Kew’s collections, science facilities and gardens are world-class. Kew Gardens is one of London’s top visitor attractions and is home to over 40 listed buildings and other structures, including the Palm House, Temperate House, Pagoda and, from June 2016, The Hive. Wakehurst Place in West Sussex is home to Kew’s Millennium Seed Bank. These sites hold Kew’s unique scientific collections and provide an unrivalled record of plant and fungal diversity.

We are welcoming applications for two new Trustees with horticultural and commercial skills. As a Trustee you could play a vital role in helping ensure that RBG Kew remains the world’s leading botanic gardens and achieves its mission to be the global resource for plant knowledge, building an understanding of the world’s plants upon which all our lives depend.

A world-class institution also needs world-class people. If you have the skills and experience to help lead and support RBG Kew, we very much look forward to hearing from you.

Lord Gardiner of Kimble
Department for Environment, Food & Rural Affairs
Terms of Appointment

The draft terms and conditions for these appointments can be supplied on request. Key points to be aware of are set out below.

Title: Trustee of the Royal Botanic Gardens, Kew

Appointed by: Secretary of State for the Environment, Food and Rural Affairs

Duration: Appointment for three years from November 2016

Remuneration: The role is unremunerated, but essential expenses comprising of travel, accommodation, if required, and subsistence are payable based on Kew’s expenses arrangements, which are set out in Kew’s Guidance on Financial Policy and Practice.

Time Commitment: 10-12 days each year to attend Board and Committee meetings and associated activities

Location: Board meetings will be mainly held at Kew, with some meetings each year at Wakehurst Place

Essential Criteria

Candidates should be able to demonstrate the following essential criteria:

- A knowledge of and commitment to the Royal Botanic Gardens, Kew and support of its purpose, values and strategic direction;
- The ability to think strategically, deliver change and improvements and develop a long term organisational vision; and
- The ability to build collaborative relationships and command the confidence of Ministers, fellow Board members, Executive Directors, employees and stakeholders.

Successful candidates must also be able to meet the requirements of one of the following roles:

- **Role 1**: Commercial expertise - specifically in identifying and generating opportunities for increasing self-generated growth. Demonstrable entrepreneurial, business management and/or real estate management skills.
- **Role 2**: Expertise in horticulture, landscape and/or architecture.
How to Apply

If you wish to apply for these roles, please supply the following by noon on Tuesday 3 May 2016 quoting reference PAPPT 0018/16:

- CV with education, professional qualifications and employment history and the names and contact details for two referees;

- Statement of suitability (maximum two sides of A4) giving evidence of the strength and depth of your ability to meet the essential criteria for the role. Please provide specific examples to demonstrate how you meet each of the criteria; and

- Monitoring forms relating to political activity, diversity, conflicts of interest and advertising.

Completed applications should be emailed to publicappts@defra.gsi.gov.uk.

Indicative Timetable

Please note that these dates are only indicative at this stage and could be subject to change. Please let us know if you are unable to meet these timeframes.

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<tr>
<th>Event</th>
<th>Date</th>
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<tr>
<td>Advert Closing Date</td>
<td>Noon on 3 May 2016</td>
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<tr>
<td>Shortlist Meeting</td>
<td>12 May 2016</td>
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<tr>
<td>Final Panel Interviews</td>
<td>6 &amp; 8 June 2016</td>
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<tr>
<td>Meeting with the Minister</td>
<td>Post interview</td>
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<td>Appointments begin</td>
<td>November 2016</td>
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Selection Process

It is essential that your statement of suitability gives full but concise information relevant to the appointment, clearly demonstrating how you meet each of the essential criteria. Please also specify for which role you are applying.

The Selection Panel will consist of Anne Freeman (Defra Deputy Director) as chair, Marcus Agius (RBG Kew Chairman) and Dr Angela Dean (Heritage Lottery Fund Trustee) as the
independent panel member. At the Shortlist meeting the Panel will assess each application against the essential criteria and decide who to invite for final interview.

Interviews are expected to take place at Kew Gardens and will last for approximately 45 minutes. Further details about the format will be provided to you in advance.

These are Ministerial appointments and all candidates deemed appointable by the Panel will meet with Lord Gardiner before a final decision is made.

For queries about your application or the recruitment process, please email the Public Appointment Team at publicappts@defra.gsi.gov.uk.

**The Commissioner for Public Appointments**

This appointment is regulated by the Commissioner for Public Appointments, to ensure that it is made on merit after fair and open competition. More information about the role of the Commissioner and their Code of Practice is available at


For full details of the complaints process for public appointments, please click on the following link which will take you to the Commissioner for Public Appointments website

http://publicappointmentscommissioner.independent.gov.uk/contact-us/

Alternatively please contact the Commissioner’s office on 020 7271 0831 for a printed copy.
Background

The Royal Botanic Gardens, Kew was founded in 1759. Under the National Heritage Act 1983 the Board of Trustees of the Royal Botanic Gardens, Kew (RBG Kew) was established as a corporate body. RBG Kew is an Executive Non-Departmental Public Body (NDPB) and exempt charity, sponsored and regulated by Defra. Eleven Trustees are appointed by the Defra Secretary of State and one by HM the Queen.

RBG Kew has an international reputation for its scientific research into plants and fungi, and for its living and preserved collections which are unique in their global scope and coverage. Its gardens at Kew (Crown land, managed under Ministerial Direction from the Secretary of State) and Wakehurst Place, West Sussex (the latter leased from the National Trust) are enjoyed by almost two million visitors a year.

As an extensive botanical garden with a large number of nationally important heritage buildings, RBG Kew faces a significant financial challenge in ensuring it can operate as a world class visitor attraction and site of scientific expertise, whilst maintaining and developing these assets.

RBG Kew’s purposes are for the public at large. However as well as Defra’s interests, RBG Kew’s activities are relevant to a wide range of national and international organisations, institutions and public bodies including the Foreign and Commonwealth Office, Department for International Development, Department for Education and the Department of Culture, Media and Sport and academic and research bodies.

For further information about the current role of RBG Kew you may wish to visit the Kew website at http://www.kew.org/.

The Board

RBG Kew’s functions and powers as a statutory body are derived from the National Heritage Act. As an Executive NDPB, RBG Kew operates at arm’s length from Defra, its sponsor department. The Trustees are accountable through Ministers to Parliament for the public money that they spend. Defra’s role is one of stewardship, enabling the Secretary of State for Environment, Food and Rural Affairs to account properly to Parliament for RBG Kew’s efficiency and effectiveness, ensuring that RBG Kew is properly managed and that its grant-in-aid is used appropriately and effectively. Each year RBG Kew produces a Corporate Plan and its formal Annual Report and Accounts are laid before Parliament.

Board members are Trustees of both an exempt charity and a Non-departmental Public Body, both regulated and sponsored by Defra. All new Board members will be given appropriate induction.
The successful candidate must abide by the Nolan principles of public service (attached at Annex A).

The Role

To complement its existing skills and knowledge the Board of Trustees of the Royal Botanic Gardens, Kew is seeking two new members with demonstrable commercial or horticultural skills. The current Board membership can is attached at Annex B.

Members of the Board have corporate responsibility for ensuring that RBG Kew has appropriate practices, procedures and policies to meet its statutory and administrative requirements for the use of public funds. Important responsibilities of Board members include:

- ensuring that high standards of corporate governance are observed at all times;
- establishing the overall strategic direction of the organisation within the policy and resources framework agreed with the Defra Minister;
- hold the Executive to account and support them in the delivery of planned results by monitoring performance against agreed strategic objectives and targets and by ensuring corrective action is taken when necessary;
- ensuring that the Board operates within the limits of its statutory authority; within the limits of the Board’s delegated authority agreed with Defra and in line with all relevant agreements with Defra, including any conditions relating to the use of public funds; and, notwithstanding the above, complying with the relevant obligations incumbent on trustees of an exempt charity, including independence of decision-making;
- Representing the purpose and strategic direction of the organisation to the public and specific stakeholders.
Information packs are available in other formats such as larger font and Braille.

If you need a different format please contact us.

Email: publicappts@defra.gsi.gov.uk

**Diversity**
To ensure our public bodies better represent the communities we serve, we positively welcome applicants from all walks of life. All public appointments are made on merit following a fair and open competition as regulated by the Office of the Commissioner for Public Appointments.

**Equal opportunities**
UK government has a policy of equality of opportunity. We aim to promote equal opportunity policies whereby no one suffers unfair discrimination either directly or indirectly, or harassment, on grounds such as race, colour, ethnic or national origin, sex, gender identity, marital status, disability, sexual orientation, religious beliefs or age.

**Disability**
Defra will be operating an interview access scheme for disabled people (as defined by the Equalities Act 2010) who meet the minimum criteria for this appointment as published in these notes. If you wish to apply for consideration under this scheme, please notify the Department when you return your application. In addition, if you require any special arrangements at interview stage, please give details in a covering letter to enable us to make the appropriate arrangements if necessary. Furthermore, adjustments will be made in the event of a successful application.

**Data Protection**
Defra is committed to protect your privacy and to process your personal information in a manner which meets the requirements of the Data Protection Act 1998.
Annex A – The Seven Principles of Public Life

Selflessness
Holders of public office should act solely in terms of the public interest.

Integrity
Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

Objectivity
Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability
Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness
Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty
Holders of public office should be truthful.

Leadership
Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.
Annex B - Current membership of the Board of Trustees

Marcus Agius (Chairman)
Nick Baird
Professor Liam Dolan
Catherine Dugmore
Valerie Gooding
Professor Sue Hartley
Ian Karet
Sir Henry Keswick (Queen's Trustee)
Sir Derek Myers
Professor Malcolm Press
Professor Nicola Spence*
Jennifer Ullman*

*terms will end in 2016