

## E. Restrictions placed on General Governors

14. Although Rule 9[b] makes provision for local people who do not live in Letchworth becoming General Governors, it is the Board's policy that General Governors should be residents of the Garden City.

## E. Recruitment Process

15. It is the Board's policy to openly promote all vacancies within the ranks of the General Governors through advertisements and editorials in local newspapers, by direct marketing, on the Foundation's website and, where time allows, in printed publications produced and distributed by the Foundation. All such promotions will specify a closing date for applications.
16. In responding to such advertisements, enquirers can expect to receive background information on the Foundation and the role of the Governors, by post and or by email or signposting to other online resources.
17. All those interested in pursuing the role of General Governor will be required to complete and return a short pro-forma containing their details including a summary of their relevant skills and experience and their interest in serving as a Letchworth Garden City Heritage Foundation Governor.
18. All applications will be acknowledged and subsequently reviewed by a committee appointed by the Board of Management after the closing date for applications.
19. Short-listed candidates will be called to an informal interview with the Committee of approximately 45 minutes duration. The purpose of the interview will be for candidates to meet with the Committee and ask any questions about the Foundation and the role of Governor. In return, candidates will be asked to expand on aspects of their skills, experience and interests.

20. The Committee will then present its recommendations to the next meeting of the Board of Management. It will be for the Board to invite the successful candidate[s] to become General Governor[s].

## F. Review Process

21. The term of office for a General Governor is governed by Rule 13[h]. This states that "one fifth or the nearest number thereto of the General Governors" are required to retire by rotation on 30 September, each year. Those retiring shall be those with the longest service.
22. Each year, the Board will review the governorship of those due to retire with the view to inviting some to serve for a further term. In doing so, the Board will be mindful of:

[a] The overall profile of the ranks of General Governors, being concerned that they are able to present the range of skills and experience needed by the Foundation, at that time.

[b] Their attendance at General and consultation meetings.

[c] Their contribution: at those meetings; and or on internal and external bodies; and or behind the scenes in helping the Foundation to take specific initiatives forward in the Garden City.

## F. Changes to Policy Statement

23. This policy will remain in force unless amended or superseded. Such changes shall be entirely at the discretion of the Board of Management through formal resolution at one of its meetings.

Letchworth Garden City Heritage Foundation  
Suite 401, The Spirella Building, Bridge Road  
Letchworth Garden City, Herts, SG6 4ET.  
Tel: 01462 476000 Fax 01462 476050 info@lgchf.com [www.lgchf.com](http://www.lgchf.com)

Letchworth Garden City Heritage Foundation is an Industrial  
and Provident Society with charitable status. Registered No 28211R  
Published July 2008

# Policy on General Governors



Letchworth Garden City  
Heritage Foundation



## A. Introduction

1. The Rules of Letchworth Garden City Heritage Foundation stipulate that 'no more than 14 persons may be General Governors'.
2. There are 30 Governors of the Foundation. The majority, 16 in total, are selected from outside the Foundation through the combination of [a] election by postal ballot, once every five years, involving registered voters from the 'public' Register of Electors for Letchworth Garden City obtained from North Hertfordshire District Council and [b] nomination by clubs and organisations for election and appointment. Six are 'Elected' and 10 are 'Nominated'.
3. The 14 General Governors are recruited and appointed by the Foundation's Board of Management. This document sets out the Board's approach to the recruitment, retention and development of General Governors and is intended as a guide to prospective candidates and the Garden City community.

## B. The purpose of General Governors

4. The 14 General Governor places represent the Board of Management's only direct means of recruiting and retaining the skills and experience it deems necessary within the ranks of the Governors.
5. The Board cannot exert any power or influence over the selection of either the six 'Elected' or 10 'Nominated' Governors.
6. All Governors have equal status, regardless of their chosen route of arrival at the Foundation whether 'Elected', 'Nominated' or 'General'. Collectively, they bring a highly valued range of skills, experience, views and ideas into the Foundation.

7. All Governors are invited to:
  - Attend General Meetings of the Foundation;
  - Seek election and vote in elections to the Foundation's Board of Management;
  - Provide input to the Board towards the Foundation's annual Business Plan;
  - Ask questions and give their views at consultation meetings on issues of the day and, as invited by the Board, to comment on draft policies, strategies and future initiatives;
  - Participate in Governor workshops; and
  - Represent the Foundation on internal committees and external bodies

As the 'eyes and ears' of the Foundation, Governors are active in the Garden City community.

## C. General Governors: skills and experience

8. The Foundation Group operates in a wide range of business sectors. Over 70% of its income derives from its 5,500-acre property Estate including industrial and commercial premises, housing, covenants and leases on land. It farms the 2,500-acre rural Estate and generates additional income from five trading subsidiaries [e.g. Broadway Cinema Ltd] which 'gift aid' their profits back to the Foundation. It operates a number of community facilities and services, commensurate with its charitable objects, including a Museum, a Day Hospital and a Community Centre / entertainment venue.
9. Accordingly, the Board is keen to recruit skills and experience in these and other such related fields of industry, enterprise and commerce.

10. Specifically, it actively seeks to attract, recruit and retain persons with technical, vocational and professional qualifications in the following areas:

Business / Management	Finance
HR / Personnel	Law
Marketing	Property

11. It also welcomes applications from candidates who have current or recent experience, in a management or senior management capacity, within the following sectors:

Agriculture	Architecture and planning
Arts and culture	Education
Entertainment	Environment
Farming	Hospitality
Housing	Industrial and commercial property
IT	Manufacturing
Medicine and healthcare	Museums and archives
Public relations	Retailing
Sales	Tourism
Utilities	

## D. Restrictions placed on Governors

12. All Governors are volunteers and do not get paid. Indeed, Rule 14[a] forbids the Foundation from making "a payment or grant a benefit to any governor or to the spouse of any governor or to a business trading for profit of which a governor or the spouse of a governor is a principal proprietor or in the management of which a governor or the spouse of a governor is directly concerned".
13. Furthermore Rule 35c forbids any Governor becoming a Board member if they or their spouse is personally involved in a business, bank or building society in any contract or lease with the Foundation unless the lease or tenancy were in place before the person concerned became a Governor.