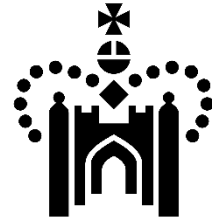




Department
for Culture,
Media & Sport



HISTORIC ROYAL PALACES

Historic Royal Palaces

Trustees

Information Pack for Applicants

Trustees for Historic Royal Palaces

The Secretary of State for Culture, Media and Sport wishes to appoint three Trustees to the Board of independent charity Historic Royal Palaces, which has responsibility for six royal sites: the Tower of London, Hampton Court Palace, Kensington Palace, Kew Palace, the Banqueting House in Whitehall, and Hillsborough Castle in Northern Ireland. Together they welcomed 4.3m paying visitors in 2023-24, as well as interacting 80m times online and on social media. HRP's ambition is to reach everyone, and now seeks new Trustees who will help to achieve this.

Applicants will have a demonstrable interest in history and the wide range of subjects related to the palaces, together with a desire to apply them for public benefit. They will be experienced in working on boards or as part of an executive team, able to bring sound business judgement to bear on corporate decisions, alert to the wider needs of the country and willing to support fundraising for the work of the charity.

Historic Royal Palaces

Historic Royal Palaces (HRP) is the independent charity charged with the management of six royal palaces, their associated contents, gardens and landscape. The palaces are spaces to stir and be stirred, sources of pleasure, inspiration, surprise and debate. Our aim is for everyone, everywhere to be able to benefit from the palaces in our care whether onsite, off-site or online. We love and look after some of Britain's most important historic buildings: the Tower of London, Hampton Court Palace, Kensington Palace, the Banqueting House in Whitehall, Kew Palace and Hillsborough Castle in Northern Ireland.

The five London palaces are owned by His Majesty The King in Right of Crown and are held for the benefit of the nation by the Government through the Department for Culture, Media and Sport. Hillsborough Castle is owned by the Government and is The King's Royal Residence in Northern Ireland.

HRP was established by Royal Charter in 1998. Under the Royal Charter, HRP has two primary aims:

- (a) to manage, conserve, renovate, repair, maintain and improve the palaces to a high standard consistent with their status as buildings of royal association and historic and/or architectural importance; and
- (b) to help everyone learn about the palaces, the skills required for their conservation and the wider story of how monarchs and people together have shaped society by providing public access, by exhibition, by events and education programmes, by the preparation of records, by research and by publication, and by such other means as are appropriate.

Since 1998, HRP has been responsible for the five London palaces under contract with the Secretary of State for Culture, Media and Sport. Responsibility for Hillsborough Castle is by lease from the Northern Ireland Office, since 2014.

HRP is a public corporation and receives no public revenue funding: all costs are met by self-generated income.

It has been a self-financing independent charity for over 20 years, with an extensive record of development and achievement and a turnover in 2023 of £130 million.

HRP's new strategic ambition

In 2024 we are embarking on an ambitious new strategic direction with a focus on increasing our charitable impact. Although our palaces are very popular places to visit, with c4.3 million paying visitors each year plus those who come for events, we still feel that relatively few people benefit, and we are determined for that to change.

Our new strategy **to be for everyone** will see us **reaching further** and removing barriers to access; **meaning more**, making sure our stories are relevant and helping people explore our palaces and collections on their own terms; and **acting for the future**, investing in and listening to young people, and ensuring that our palaces have a positive impact on the planet.

We can't do all of that on our own. We will work with people, for people and will partner with organisations who can help multiply our charitable impact so that everyone, everywhere can benefit from the palaces in our care.

Further information about HRP is available on its website; www.hrp.org.uk.

The Role of Trustees

The Board of Trustees consists of the Chair and up to eleven Trustees who are appointed by either HM The King or the Secretary of State for Culture, Media and Sport. Once appointed, all Trustees must act in the best interests of the charity. The current appointments will be made by the Secretary of State.

The Board of Trustees is ultimately accountable for the organisation and for ensuring that the Charter aims are met and HRP's strategic ambitions are realised. It delegates authority within agreed limits to the Chief Executive and his Executive Team and provides oversight, monitoring, support and advocacy. Trustees retain the authority to contribute to and approve operating plans and budgets, and other major projects and strategies. The Executive Team, comprising the Chief Executive and eight Directors, is responsible for preparing strategies, operating plans and budgets and for the day-to-day operation of the organisation.

Role Criteria

The successful candidate will be able to demonstrate in their application the following qualities:

- Demonstrable interest and experience in at least one of the following areas:
 - History
 - Art
 - Architecture
- Commitment to Historic Royal Palaces, its charitable objectives and its strategic direction to be a charity for everyone;
- Ability to make a significant contribution to the overall strategic direction and governance of HRP, recognising the complex organisational balance between charitable aims and financial and commercial pressures;
- Ability to engage constructively with Trustees, the Executive Team, staff and stakeholders at all levels;

- A strong commitment to diversity, inclusion and providing opportunities for all and;
- An understanding of the principles of non-profit governance and a willingness to support fundraising appropriately.

All Trustees of the Historic Royal Palaces are encouraged to serve on specialist sub committees in addition to the main board, and to attend events (most usually in the evenings).

Term of Appointment

The initial term of appointment is three years.

Time commitment and location of meetings

The time commitment is typically the equivalent of about one full day per month although more might be required from time to time. This currently includes four half-day Board Meetings, sub-committee meetings as necessary which are usually held online, plus time to study papers, and to attend events. Main board meetings are typically held in person in one of the Palaces and this will occasionally include Hillsborough Castle in Northern Ireland.

Remuneration

Trustees give their services on an honorary basis and receive no remuneration, except for expenses reasonably incurred in the performance of such services.

How to apply

To apply, please go to <https://apply-for-public-appointment.service.gov.uk/roles> where you can submit an online application. You will need to provide:

- A CV of no more than two sides of A4; this should provide details of your education and qualifications, employment history, directorships, membership of professional bodies and details of any publications or awards;
- A supporting statement of not more than two sides of A4, setting out how you meet the criteria – please make sure you refer to the contents of this role specification;
- The conflicts of Interest Form; and
- Diversity Monitoring Information.

If you have any questions about the appointments process, please contact Victoria Watts, Campaign Manager (victoria.watts@dcms.gov.uk)

For queries in relation to HRP or further information on the role, please contact [Stephen Corri, Company Secretary \(stephen.corri@hrp.org.uk\)](mailto:stephen.corri@hrp.org.uk)

DCMS is unable to provide feedback at the shortlist stage due to the volume of applications we receive. Feedback can be provided if requested to candidates following the interview stage.

Diversity and inclusion

We want to ensure any appointee is committed to promoting diversity, in its broadest possible sense. This will include embedding a commitment to the principles of levelling up and championing opportunity for all across the organisation, helping to ensure that the organisation is one in which a genuinely diverse range of views can be expressed, without fear or favour.

We ask all applicants to complete a diversity monitoring form. We hope you will help us by providing this information. Your data is not disclosed to the panel, but allows us to constantly evaluate any potential barriers to becoming a public appointee and what we can do to encourage a more diverse field to apply.

Disability Confident

We guarantee to interview anyone with a disability whose application meets the minimum criteria for the role. By 'minimum criteria,' we mean that you must provide evidence in your application, which demonstrates that you meet the level of competence required under each of the essential criteria.

If you want to apply under this scheme, simply state this in the covering email or letter when submitting your application.

Reasonable adjustments

We are committed to supporting all candidates to perform at their best throughout the appointments process. This includes making reasonable adjustments to our process. Common reasonable adjustments include alternative formats for your application (e.g. a verbal/video submission of your statement or CV), offering alternative interview times or locations, providing an interpreter or scribe, or allowing candidates additional time to prepare for questions ahead of the interview. If you would like a confidential discussion regarding any possible reasonable adjustments ahead of making your application or during the process, please contact us.

If you are not completely satisfied

We aim to process all applications as quickly as possible and to treat all applicants with courtesy. If you have any complaints about the way your application has been handled, please contact publicappointments@dcms.gov.uk.

Supporting information

This appointments process adheres to the Cabinet Office [Governance Code on Public Appointments](#), which is regulated by the Commissioner for Public Appointments.

All applicants are expected to abide by the [Seven Principles of Public Life](#) and the [12 Principles of Governance](#).

Eligibility Criteria

You cannot be considered for a public appointment if:

- you become bankrupt or make an arrangement with a creditor
- your estate has been sequestrated in Scotland or you enter into a debt arrangement programme under Part 1 of the Debt Arrangement and Attachment (Scotland) Act

2002 (asp 17) as the debtor or have, under Scots law, granted a trust deed for creditors;

- you are disqualified from acting as a company director under the Company Directors Disqualification Act 1986;
- you have been convicted of a criminal offence, the conviction not being spent for the purposes of the Rehabilitation of Offenders Act 1974 (c. 53);
- you become subject to a debt relief order or a bankruptcy restrictions order;
- you fail to declare any conflict of interest.

Conflicts of Interest and Due Diligence

If you have any interests that might be relevant to the work of the organisation, and which could lead to a real or perceived conflict of interest if you were to be appointed, please provide details in your application. If you have queries about this and would like to discuss further please contact the Public Appointments Team.

Given the nature of public appointments, it is important that those appointed as members of public bodies maintain the confidence of Parliament and the public. If there are any issues in your personal or professional history that could, if you were appointed, be misconstrued, cause embarrassment, or cause public confidence in the appointment to be jeopardised, it is important that you bring them to the attention of the Advisory Assessment Panel and provide details of the issue(s) in your application. In considering whether you wish to declare any issues, you should also reflect on any public statements you have made, including through social media.

As part of our due diligence checks we will consider anything in the public domain related to your conduct or professional capacity. This will include us undertaking searches of previous public statements and social media, blogs or any other publicly available information. This information may be made available to the Advisory Assessment Panel and they may wish to explore issues with you should you be invited to interview. The information may also be shared with ministers and the Cabinet Office.

Expenses

Expenses incurred by external candidates during the recruitment process will not be reimbursed, except in exceptional circumstances, and only when agreed in advance.