

19th March 2024

Dear Leybourne Chase Resident,

Director Recruitment to the Leybourne Grange CIC Board

We are delighted to provide all residents of Leybourne Chase with the opportunity to apply to become a **voluntary** director on the Board of the CIC. In this letter and wider Recruitment Pack, we have provided information to help you to decide whether you want to apply and laid out the roles and responsibilities of taking on a directorship.

Background and Context

Leybourne Grange CIC plays a very important role in owning, operating and maintaining the community assets with which we have been endowed by Homes England (formerly English Partnerships) and Taylor Wimpey.

The CIC is responsible to you, our residents as service charge payers and members, to maintain the development to the Community Standards prescribed in the Community Trust Declaration and to create a vibrant, active and sustainable community for all to enjoy. Whilst it is the Board of Directors who have the ultimate responsibility, we want to work collaboratively with our residents to develop the community to meet resident's needs, balanced with driving income through use of assets.

This is an exciting time to join the Board of directors as we look to deliver on a number of priorities in 2024, not least the evolution of a business plan to set the strategic direction for the next 3-5 years. With most land and assets now handed to the CIC, it is an opportune time to pause and plan for the future in a structured and strategic way. This is your opportunity to have a real influence on how LGM CIC takes forward its responsibilities.

2024 Priorities

- Appoint to the senior role (previously titled community development manager)
- Develop, approve and implement a 3-5 year business plan and budget
- Embed Preim, our managing agent and review sub-contracts for quality/cost value
- Strengthen governance processes and procedures, appoint new board members, induct and train
- Re-activate some of the key projects currently on hold, subject to further investigation eg Lainey's Care Farm and the community allotments proposals
- Strengthen relationships and communications with our residents and key stakeholders

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- Review the 2023 community consultation outcomes, building opportunities into a programme of action and activity, through the development of a Community Engagement/Development Strategy
- Maximising income generation from CIC assets and generating a balance between investment in the community versus offsetting the Service Charge cost to residents.

How To Apply

To apply, you MUST be a resident of Leybourne Grange and in doing so pay the Service Charge and be over the age of 18. As a director, you will need to be the registered member for your household. If you are not currently, we can amend the Membership Register to allow for this.

Please read this letter and the contents of the Pack carefully before applying, including the Community Trust Declaration and Articles. The Community Trust Declaration can be found on our website. If you have any queries, please contact our Independent Chair, SallyAnne Logan on 07484 783 556 or email chair@leybournechase.org.

Contained in this Pack;

- Cover letter (this letter)
- Application Process
- Board Terms of Reference
- Director Role Description Summary
- Blank skills matrix
- Directors Code of Conduct
- A list of links of useful information. (To meet our sustainability agenda, we have provided links to the documents. If you are unable to access these and need printed copies, please contact the office (admin@leybournechase.org)).

Director Commitments

Directors are formally appointed to the Board and recorded at Companies House by our Company Secretary (Preim Ltd). The legal duties of the Board are contained in the Community Trust Declaration Article 6 and in our Articles (**please note that if the *draft* Articles are approved at the AGM on the 19th March, these will preside over the original version**) but in summary, a director must always act in the best interests of the CIC and not for personal gain.

Directors are expected to attend most board meetings (currently monthly, but it is hoped that by the end of the year, these will move to quarterly) and where individual capacity allows, support the work of the CIC through sub committees, meetings with

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residents and supporting the staff team through the provision of advice, guidance and decision making to carry out the operations. Directors may be asked to take on a lead role within the Board, usually associated with their skill set/capacity.

We are therefore looking to appoint between five and eight new directors to provide some resilience.

As a director, you have legal responsibilities and duties and will therefore be expected to attend an induction and training programme (probably a day or two half days) and to commit to training thereafter, as and when required.

Directors will be expected to read board reports ahead of Board meetings and attend. This time commitment is likely to be two hours to read the reports and 2-3 hours at a board meeting as well as to prepare and attend the AGM once a year (2-4hrs). Electronic decisions can also be required between meetings.

On top of this, for those who have additional time, regular resident forums/engagement, board sub committees and attendance at community events. It is important that board members are visible to the community and accountable for their decisions and actions.

The Board regularly discusses items where confidentiality is required and therefore directors must agree to adhere to this to enable open, transparent and robust discussions at Board meetings to occur.

Skills and Experience

You do not need to have previous experience of being a board member to apply or to be successful, however we are keen to build a Board of directors with specific skills sets and experience to build resilience and reduce our reliance on external advisors/consultants.

Further information is provided at Appendix A. If you do not have these skills, it should not deter you from applying; we are equally interested in people with time to give and a passion for supporting and developing our community.

Additional Information

Further Information about the CIC and it's work can be found at;

1. [Leybourne Grange CIC website](#)
2. Leybourne Grange [Community Trust Declaration and Articles](#)
3. [Office of the Regulator](#) – general information about CIC's
4. [Leybourne Grange Management Community Interest Company Companies House Information](#)
5. <https://preim.co.uk/> - our managing agent.

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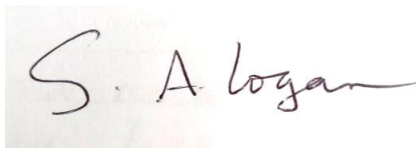
Application Timetable (see Appendix B)

A three week application window is in place, with an application closing date of 5pm on 9th April 2024.

Please send your application (covering letter, CV and completed skills matrix) to admin@leybournechase.org.

Thank you very much for taking the time to apply and we look forward to hearing from you very soon.

Yours sincerely,



SallyAnne Logan

Independent Chair

On behalf of the Leybourne Grange CIC Board of Directors

CC: Nic Bowler, Director
 David Harris, Director
 Cameron Maquire, Preim Ltd (Company Secretary)

Appendix A LGM CIC Director Role Description Summary
Appendix B LGM CIC Director Application Process
Appendix C LGM CIC Board Terms of Reference
Appendix D Director Skills Matrix
Appendix E LGM CIC Code of Conduct