



GUILDFORD
BOROUGH

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Tom Horwood
Joint Chief Executive
Guildford & Waverley
Borough Councils

EXECUTIVE

THURSDAY, 20TH JULY, 2023

Supplementary Agenda

Agenda No Item

7. **Appointments to External Organisations 2023-27 (Pages 1 - 20)**

This report is late due to certain information not being available at the time the original agenda was published. This supplementary agenda is published with the consent of the Leader of the Council.

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Guildford Borough Council

Report to: Executive

Date: 20 July 2023

Ward(s) affected: n/a

Report of Director: Transformation & Governance

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Report Status: Open

Appointments to External Organisations 2023-27

1. Executive Summary

- 1.1 The Council appoints councillors to a number of external organisations for which they undertake a range of governance or advisory roles.
- 1.2 Following a major review in 2016-17, the Council made a number of changes both to the type of external organisation to which councillors were appointed, and to the manner by which those appointments were made.
- 1.3 In essence, these changes were as follows:
 - To appoint councillors only to such external organisations that:
 - (i) support the Council's Corporate priorities, and/or
 - (ii) assist in delivery of Council services, and/or
 - (iii) are using Council facilities

- To categorise certain appointments as Council appointments and others as Executive appointments.
- To appoint one councillor to each of these external organisations (plus a deputy) for a four-year term of office following Borough Council elections and that, should a vacancy arise during a term of office, the deputy appointee (where applicable) will normally assume the role of the appointee for the term of office remaining.
- To ask each of the external organisations to complete a 'person profile' to ensure that the appointment is a suitable match to the requirements of the organisation and the capacity of the individual councillor in terms of skills, experience and time commitment.
- Where appointments are contested, to allow each nominee the opportunity to make either a written or an oral personal statement to the meeting in support of their nomination before the vote is taken, with any oral statement taking no longer than three minutes.
- To authorise the Democratic Services and Elections Manager to determine uncontested appointments to external organisations.

1.4 The Council appoints councillors to many types of organisations including local charities, community groups and joint local authority advisory bodies. Most councils appoint councillors to external organisations with a view to developing positive working relationships with them for the benefit of their residents and local communities.

1.5 The updated person profile forms in respect of the various external organisations to which the Council makes appointments have been sent, on request, to councillors who have expressed an interest in particular external organisations. Each form sets out details of the organisation in terms of:

- Accessibility to meetings

- Frequency and location of meetings
- Role of the appointee
- Main tasks and responsibilities of the organisation
- Required skills, abilities, qualities and experience of appointee
- Induction, training and support provided by the organisation
- Whether safeguarding checks are required and provided

1.6 On each of these forms, the councillor nominated for appointment must complete the last page which invites them to set out their relevant experience, skills and qualities that they would bring to the appointment taking into account the requirements of the organisation.

1.7 The deadline for submission of completed person profile nomination forms was Friday 7 July 2023. As stated above, the Democratic Services & Elections Manager has delegated authority to confirm all uncontested appointments. Where an appointment is contested, those appointments designated as 'Council appointments', are to be determined by full Council, and those designated as 'Executive appointments' will be determined by the Executive. On this occasion there is one contested 'Executive appointment'. This vacancy is for the councillor appointment to the Guildford Philanthropy Fund Panel: The nominees are:

Councillor Geoff Davis
Councillor Vanessa King

1.8 The councillor completed profiles can be found at **Appendix 2**.

1.9 Details of the uncontested appointments and the contested 'Council appointments', and the respective nominees are set out in the agenda pack for the Council meeting to be held on 25 July 2023.

1.10 As stated above, in respect of the contested appointments, each nominee shall have the opportunity to make either a written or an oral personal statement to the meeting in support of their nomination before the vote is taken, with any oral statement taking no longer than three minutes.

2. Recommendation to Executive

- 2.1. That the Executive, after due consideration of any presentations provided by nominated members, appoints one councillor and a deputy to the Guildford Philanthropy Fund Panel for a term of office expiring in May 2027.

3. Reason(s) for Recommendation:

- 3.1. To ensure that, in the best interests of local people, the Council maintains and develops its relationship with key local organisations.

4. Exemption from publication

- 4.1. No part of this report is exempt from publication.

5. Purpose of Report

- 5.1. To ask the Executive to consider nominations in respect of a contested appointment to an external organisation.

6. Strategic Priorities

- 6.1 Working with the various external organisations to which the Council appoints councillors will assist in the delivery of the Council's Values and Strategic Priorities.

7. Background

The 2017 Review

- 7.1 In 2017, the Council undertook a review of the process of appointing councillors to external organisations and revised the protocol guidance, which can be found in Part 5 of the Council's Constitution (see **Appendix 1**). It is important that councillors read and understand this protocol, which provides guidance and informs councillors on matters to take into account when contemplating accepting an appointment. In particular, councillors should ensure

they are aware of any legal implications should they undertake a formal role such as 'Director' or 'Trustee'.

- 7.2 Two important objectives of the review were, first, to update the list of organisations to which the Council had routinely appointed. Some appointments were historical and no longer relevant to the Council's strategic objectives. Secondly, to seek ways in which the skills and experience of councillors could create a more productive match with the business of the organisations to which the Council makes appointments.
- 7.3 The review created some partnerships with new external organisations, but also set up a process whereby all participating organisations could submit a 'person profile' of the skills and experience that would most productively engage with their business.

Appointments to external organisations 2023-2027

- 7.4 The 'person profiles' in respect of the external organisations to which the Executive is being asked to make appointments for the four-year period 2023-2027 have been made available to all councillors on request to assist them in deciding if they are interested in an appointment.
- 7.5 The deadline for submission of completed person profile nomination forms was Friday 7 July 2023. The Democratic Services & Elections Manager has delegated authority to confirm all uncontested appointments. Where an appointment is contested, those appointments designated as 'Council appointments', are to be determined by full Council, and those designated as 'Executive appointments' will be determined by the Executive. On this occasion there is one contested 'Executive appointment'. This vacancy is for the appointment to the Guildford Philanthropy Fund Panel: The nominees are:

Councillor Geoff Davis
Councillor Vanessa King

- 7.6 As stated above, each nominee in respect of the contested appointment shall have the opportunity to make either a written or

an oral personal statement to the meeting in support of their nomination before the vote is taken, with any oral statement taking no longer than three minutes.

8. Consultations

- 8.1 As agreed previously by the Council, political group leaders should liaise between themselves to ensure that individual councillors' interest in specific nominations are shared between them before the meeting at which any contested appointments are to be determined. Copies of the completed person profiles in respect of the contested appointments have been circulated to group leaders.

9. Equality and Diversity Implications

- 9.1 Public authorities are required to have due regard to the aims of the Public Sector Equality Duty when making decisions and setting policies. The Council has a statutory duty under section 149 of the Equality Act 2010 which provides that a public authority must, in exercise of its functions, have due regard to the need to:
- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act
 - (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and
 - (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

The relevant protected characteristics are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

- 9.2 There are no equality and diversity implications associated with the decision on this matter.
- 9.3 Those organisations to which the council appoints have stated in the 'profile' form that they operate in compliance with the Council's Equality Statement.

10. Financial Implications

10.1 There are no financial implications arising from this report.

11. Legal Implications

11.1 There are no legal implications arising from this report.

11.2 As stated in paragraph 7.1 above, individual councillors should ensure they are aware of any legal implications should they undertake a formal role such as 'Director' or 'Trustee' (as set out in the Protocol on Councillor Appointments to External Organisations attached as **Appendix 1**).

12. Human Resource Implications

12.1 There are no human resource implications arising from this report.

13. Climate Change/Sustainability Implications

13.1 There are no climate change/sustainability implications associated with the decision on this matter.

14. Summary of Options

14.1 Executive should consider and agree, taking into account the completed person profiles, the most suitable nominee for the contested appointment.

14.2 Should the Executive find that none of the nominees are suitable for the appointment it may decline to appoint.

15. Conclusion

15.1 The adopted procedure for appointment of councillors to external organisations for the period 2023-2027, as described in this report, has been followed. The Executive is now invited to make the final decision as to the contested appointment.

16. Background Papers

Council Agenda Pack, 25 July 2023 – Item 9 Appointments to External Organisations 2023-27

17. Appendices

Appendix 1: Protocol on Councillor Appointments to External Organisations

Appendix 2 Completed person profile nominations in respect of the appointment to the Guildford Philanthropy Fund Panel

GUILDFORD BOROUGH COUNCIL

PROTOCOL ON COUNCILLOR APPOINTMENTS TO EXTERNAL ORGANISATIONS

Introduction

1. The Council has extensive involvement with a wide range of external partnerships and organisations. Councillors may be informally involved on an individual basis with many organisations including community organisations, sports and recreation clubs, housing associations charitable trusts and companies. This Protocol relates to the formal appointment of councillors to external organisations by the Council. The main objective of these appointments is for the Council to develop positive relationships with local organisations in the interests of the local community.
2. Formal appointments include various roles ranging from advisory to membership of management committees as trustees or as company directors. Some roles will have legal duties and responsibilities which must be properly discharged and which can have implications for the Council as well as for the individuals themselves. Consequently, with any relationship involving external organisations there must be a clear definition of roles, responsibilities and accountabilities. This Protocol aims to assist councillors serving on external organisations to be clear on these matters and includes guidance for dealing with any conflicts of interest between the Council and the external organisations.
3. The main purposes of this Protocol are:
 - (i) to ensure that the Council's and individual councillors' interests are properly safeguarded and represented;
 - (ii) to ensure, whenever a councillor is appointed to an external organisation, that all such appointments are properly authorised, recorded and managed; and
 - (iii) to provide a formal procedure with relevant guidance to appointees.

Existing Guidance for Councillor Appointees

4. The matter of councillors' conduct is addressed by the Council's own local code of conduct ("the Councillors' Code"), which was adopted by the Council pursuant to Section 27 of the Localism Act 2011. The Councillors' Code appears in Part 5 of the Council's Constitution and covers matters of propriety in office, the acceptance of gifts and hospitality and rules relating to disclosable pecuniary interests. The Councillors' Code does not directly address the matter of any conflict between the interests of the Council and those of the external organisation to which a councillor has been appointed. An appointment to an external organisation does not necessarily mean that the councillor will be representing the Council's interests on that external organisation. Indeed, a councillor appointed by the Council to a decision making role in an external organisation (for example, as a director of a company or as a trustee) has a duty to act in the best interests of the organisation notwithstanding a conflict between these interests and those of the Council. This may mean, in some instances, that a councillor cannot participate in a decision of the Council which affects or relates to that external organisation. Importantly, when acting for the other organisation, the appointee has no power to commit the Council to any particular course of action: their role is to exercise independent judgement when deciding issues and to contribute to the decision-making of the other organisation, not to represent the Council in discussions or negotiations within that organisation.

Types of External Organisation

5. There are a number of types of organisation to which the Council may appoint councillors. Some common examples are:
 - National or regional body
 - Charitable Trust
 - Company limited by shares
 - Company limited by guarantee
 - Unincorporated association
 - Industrial and provident society (mainly housing associations)

Legal Structures

6. In all cases it is essential that those accepting an appointment to an external organisation should have absolute clarity of the legal status of the organisation concerned and the nature and responsibilities of the appointment itself of the appointment itself. Those proposing to take up appointments must ensure that they possess and have read an up-to-date copy of the organisation's governance documentation, the skills and experience required by the organisation and fully understand all obligations and including any implications relating to personal liability.

Charitable Status

7. Many organisations with which the Council becomes involved are registered charities. Charities are not themselves a separate category of organisation. Charitable status is a characteristic, which can be attached to a number of different types of organisation provided they are set up for specified, and purely charitable purposes and fulfil the various requirements of the Charity Commission.

There are four main structures available for charities and community groups. These are:

- Unincorporated Association
 - Charitable Trust
 - Charitable Incorporated Organisation (CIO)
 - Charitable Company
8. Organisations that are '*unincorporated*' are associations having no separate legal existence and remain for most purposes a collection of individuals and committee members hold personal liability. Any property or contracts would be held by individuals on behalf of the group. Any legal proceedings taken against the group would be taken against the individuals themselves, making them personally liable. An '*incorporated*' organisation has limited personal liability, a clear statutory framework and clear accountability both to members/shareholders and to a regulatory body. Incorporated charities are registered as companies with Companies House as well as the Charity Commission. If a charity is incorporated, the organisation, rather than individual trustees, is liable for debts and other costs.
 9. Those managing a charitable organisation have the duties and responsibilities of company directors, management committee members or trustees, and are subject to the legal requirements placed upon those organisations by charity law and/or company law as appropriate.

10. The duties of a charity trustee do not differ in principle from those of a non-charitable trustee - to execute the duties of the trust in accordance with its terms of reference and within the law in the interests of the intended beneficiaries. In doing so, they are subject to the jurisdiction of the Charity Commission. In particular, charity trustees may be held personally liable when charity assets are misapplied. This may be so even in some cases where the misapplication has been inadvertent (e.g., where the trustees honestly but mistakenly apply the assets other than for a charitable purpose). It is important to note that charity trustees who suffer financial loss as a result of such a breach are not entitled to be indemnified out of the charity's property.

Company Status

11. Charitable companies (those incorporated as a company limited by guarantee) must comply with provisions in the Companies Acts 1985, 1989, 2006. Alongside compliance with charity law, they are required to register details of trustees as directors at Companies House. Councillors appointed to such organisations should ensure they are registered as directors and, in due course, ensure their names have been removed should they step down from the role.
12. Individuals appointed to positions within companies or industrial and provident societies (collectively referred to here as companies) should be mindful of Part V of the Local Government and Housing Act 1989 and the Local Authorities (Companies) Order 1995 and Part 1 of the Localism Act 2011. This legislation provides a framework for regulating local authorities' interests in companies, access to its information, the treatment of its accounts, and the stated association with the local authority. The law in this area will determine if a company has become a "regulated company". This means the degree to which local authorities or persons "associated" with local authorities are involved with the company. For these purposes, "associated" persons are current councillors, officers, and anyone who has been a councillor in the past four years, together with certain employees of local authority-controlled companies. A company would be deemed regulated if "associated" persons make up 20% or more of the directors/management committee members or shareholders or hold 20% or more of the voting rights. Appointees should inform the Monitoring Officer should any resignation or appointment lead to the 20% threshold being reached. This information should also be readily available at board/management committee meetings and be properly minuted.

Duties and Responsibilities of Directors and Trustees

13. A councillor appointed as a director of a company must act in the best interests of the company. The main duties of a director are:
 - to act honestly and in good faith and in the best interests of the organisation as a whole;
 - a duty not to make a personal profit and to take proper care of the organisation's assets;
 - to attend board meetings and follow the rules on the declaration of interests;
 - to exercise reasonable skill and care (this is a subjective test based upon the individual's own knowledge and experience and involves due diligence in the performance of his/her duties as a director); and
 - to comply with statutory obligations imposed by the Companies Acts, other legislation and any procedural rules set out in the governing document.
14. A councillor appointed as a trustee of a charity has duties that are generally the same as for a director. In addition, he/she must ensure the trust acts in accordance with the aims

and objectives of the trust and should ensure that he/she has a clear understanding of what these are (there is normally a trust deed which sets these out).

General Duties of an Appointee to an External Organisation

15. In carrying out the duties of a Trustee or Director of an external organisation, decisions must be taken without being influenced by the fact that you are a councillor. The primary duty as an appointee making management decisions for the external organisation is to make these decisions in the interests of the organisation. Councillors should always ensure that their fellow directors/trustees are aware of the fact that they are councillors. In these cases, the councillor must act in the interests of that organisation and exercise independent judgement in making decisions, in accordance with a duty of care to the organisation. The councillor appointee is not there just to vote in accordance with the Council's wishes. You may have regard to the interests of the Council, but only insofar as those interests directly coincide with those of the organisation. In some cases, voting in the Council's interests could be a breach of a director's duty to a company.
16. In other cases, the Council may have expressed a view or formulated a policy and would expect the councillor appointee to convey that view or policy to the external organisation. This is acceptable if it does not conflict with the particular duties as director or trustee, or where it is not contrary to the interests of the organisation. The overriding responsibility is to seek to avoid a situation where duty and interest conflict and therefore if the appointee is unsure about declaring an interest, it would be wise to declare it and leave the meeting during consideration of the business. Correspondingly, where a given decision of the Council may directly affect the company, this may place the councillor acting as a director or trustee in a situation of conflict when making decisions. Advice should be taken from the Monitoring Officer on how to manage this situation.
17. Councillors (and officers) are under a specific obligation as a result of the Local Authorities (Companies) Order 1995 to provide such information about the company as is needed in relation to their role. That obligation is best met by an annual report to the relevant Portfolio Holder and subsequently to Council. While the law now makes this a requirement for involvement in outside companies, it is self-evident that the requirement to report back should apply to involvement in all outside bodies.

Appointment Procedure

18. Councillors will normally be appointed to such external organisations that:
 - (i) Support the Council's Corporate priorities, and/or
 - (ii) Assist in delivery of Council services, and/or
 - (iii) Are using Council facilities
19. All appointees to external organisations shall be sitting borough councillors.
20. When an appointment is made, there shall normally be one councillor appointee and a deputy appointed to each external organisation.
21. The Council shall appoint to external organisations for a four-year term of office following Borough Council elections at the first ordinary Council meeting after the Selection Council meeting. Should a vacancy arise during a term of office, then where applicable the deputy appointee will normally assume the role of the appointee for the term of office remaining and group leaders will be asked to submit nominations for the appointment of a new deputy appointee.

22. The Council or Executive shall approve all contested appointments as appropriate. In relation to contested nominations, each nominee shall have the opportunity to make either a written or an oral personal statement to the appropriate meeting in support of their nomination before the vote is taken, with any oral statement taking no longer than three minutes.
23. The Democratic Services Manager, under delegated authority, will determine uncontested appointments to external organisations.
24. A 'person profile' (as shown in Appendix 1 to this Protocol) shall be completed by each external organisation to ensure that the appointment is a suitable match to the requirements of the organisation and the capacity of the individual councillor in terms of skills, experience and time commitment.
25. It is the expectation of the Council that an induction and suitable training shall be provided for the councillor appointee by the external organisation, which shall include any legal responsibilities, budget and financial issues, information sharing with the council or other bodies and accountability.
26. It is the expectation of the Council that the external organisation will undertake any required and appropriate safeguarding arrangements with regard to the appointment and the appointee.
27. 'Appointments to External Organisations' will be covered in the Council's new councillor induction programme following local Borough elections.
28. Councillors shall not accept an appointment to an external organisation unless there is a full understanding of the commitments and requirements for the role between all parties.
29. Political group leaders shall liaise between themselves to ensure that individual councillor's interest in a specific nomination is shared between them before the meeting at which any contested appointments are to be determined.
30. Councillors appointed to an external organisation shall each year provide written feedback on the work of those organisations over the previous twelve months.
31. Councillor appointees are responsible for ensuring that their appointment has been approved and properly effected in accordance with the external organisation's own rules and procedures.
32. When an appointment ceases for whatever reason (including when that person ceases to be a councillor), the councillor concerned will be responsible for ensuring that it is properly terminated both with the Council and with the external organisation. It is not sufficient simply to cease to attend meetings of the organisation, as this is unlikely to extinguish the individual's legal responsibilities, where these apply.

Following Appointment

33. All appointments approved by the Council, Executive or under authority by officer delegation will be recorded in writing, published in the public domain and the Monitoring Officer informed. Appointments made in accordance with this Protocol will be held on a register of appointments. This register will be publicly available on the Council website and kept up to date by the Democratic Services Manager.

34. Appointees should play an active role in the external organisation particularly by way of regular attendance at meetings and reporting back to the Council. In particular, the appointee should report immediately if there are any material changes in the organisation or its relationship with the Council that would affect the reason they are appointed.

Conflicts of Interest

35. Disclosure of interests rules and the consequences of such disclosure in terms of speaking and voting on specific matters must be followed when working with the external organisation in the same way as council requirements as set out in the Councillors' Code.
36. Often, the purposes of the external organisation will coincide with the interests of the Council and conflicts should be rare. However, there may be difficulty in some circumstances if, for example
- The organisation is not complying with the terms and conditions of a funding agreement with the Council, or;
 - If the organisation is to appeal against a planning decision made by the Council, or;
 - If the organisation has wider objectives than the reason behind the Council's appointment and wishes to pursue activities which would conflict with Council policy.

Such circumstances should be managed appropriately and advice should always be sought from the Monitoring Officer. Resignation may be the outcome.

37. If the Council or Executive does not feel that a representative on an external organisation is properly fulfilling their role and responsibilities, e.g. the person is not attending meetings or is voting in ways which may be inappropriate, then the Council or Executive could choose to change its appointee to the external organisation.
38. If the Council considers an issue relating to or affecting the external organisation you must declare an interest if the matter relates to an approval, consent, licence, permission or registration. Unless the interest is a disclosable pecuniary interest as defined in the Councillors' Code of Conduct, you would still be able to participate and, where applicable, vote on the matter at the meeting, if in doubt you should seek the Monitoring Officer's advice.
39. The Local Authorities (Companies) Order 1995 provides that an appointment to regulated company must end if the appointment as councillor ends. It may be that, on appointment, the Council wishes to make appointment to a company coterminous with a councillor holding a particular role or portfolio as elected member – and to extend these rules to appointment to other external bodies/organisations.

Duties of Confidentiality and Conduct

40. Confidential information must be treated with care and if there is any doubt over the status of any information passed to the councillor by the organisation then it should be kept confidential and a check made with the Data Protection Officer, whether or not it is something which is already in the public domain or which may be disclosed. The specific rules adopted by each organisation will vary and therefore you should ask for advice and guidance from the secretary of the organisation and/or the Monitoring Officer, as appropriate.

41. The legal position is that someone who has received information in confidence is not allowed to take improper advantage of it. Deliberate leaking of confidential information will be a breach of the Councillors Code of Conduct and a breach of the Data Protection Act 1998 and may result in legal action.
42. An appointee by the Council to an external organisation must comply with the Code of Conduct of that organisation, if it has one. If it does not, he/she must comply with the Councillors' Code of Conduct unless observance of the Code would conflict with any other obligations (i.e. the duty to act in the best interests of the external organisation).
43. Under the Code appointees must not:
 - disclose information given in confidence by anyone, or information acquired which is believed to be of a confidential nature, without the consent of a person authorised to give it, or unless required by law to do so;
 - prevent another person from gaining access to information to which that person is entitled by law.

Any correspondence an appointee may have with the relevant external body, if using their council email address or council headed paper may be the subject of a Freedom of Information (FOI) or Environmental Information Regulations (EIR) request from a member of the public. Councillors should therefore note that any written communications made using the council email system may be made publicly available if the council deems it to be captured under FOI or EIR, regardless of whether that councillor believes themselves to be acting outside of their capacity as a councillor.

44. Disclosing confidential information may also contravene other parts of the Code e.g. it may be regarded as bringing the office of Councillor or the Council into disrepute; may compromise the impartiality of people who work for the Council; may improperly confer or secure an advantage or disadvantage the appointee or any other person.
45. The external organisation may make it a condition of appointment that any person appointed or nominated to it is subject to a criminal record check from the Disclosure and Barring Service (DBS).

Allowances, insurances and indemnities

46. The Council has authorised attendance at meetings of external organisations as an approved duty for councillors, allowing travelling and/or subsistence allowances in connection with meetings of the organisation. Alternatively, the body itself, in accordance with its own rules, may defray any expenses. If the organisation does pay expenses, a claim may not be made from the Council. For further information on allowances, consult the Democratic Services Manager. The Local Authorities (Companies) Order 1995 places strict limits on the allowances permitted to be paid to councillors when appointed to regulated companies, requiring them to be in line with the rules of the Council in relation to a comparable duty.
47. In no instances are councillors who are appointed to external organisations by the Council provided with personal liability indemnity for decisions they make and actions which they take in their representative capacity. The external organisation may have insurance to cover personal liability in these cases and councillors should always check with the organisation itself.

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EXTERNAL ORGANISATION APPOINTMENT PROFILE

ORGANISATION NAME: Guildford Philanthropy*

CONTACT NAME: Kate Peters ORGANISATION TYPE: Charity

CHARITY REG. NO. 1111600 COMPANY REG. NO. 5442921

EMAIL: [REDACTED] TEL: [REDACTED]

(*Note: Guildford Philanthropy is a charitable fund held by the Community Foundation for Surrey.)

Appointee Role Title:	Guildford Philanthropy Fund Panel Member
Responsible to:	Community Foundation for Surrey
Where (Location):	Guildford
Is full access available? (Meetings and documents - mobility/hearing or visually impaired)	Arrangements could be made to ensure full accessibility.
Time commitment (frequency of meetings, time of day etc.):	Quarterly Fund Panel meetings (commencing at 4.30pm), plus various ad hoc meetings and events.
Role description (eg, trustee, director, advisor etc.)	Member of the Fund Panel overseeing Guildford Philanthropy
Main tasks and responsibilities (including any budgetary and financial matters)	<ul style="list-style-type: none"> • To encourage donations to Guildford Philanthropy and raise awareness of the Fund to potential donors • To act as an Ambassador for Guildford Philanthropy • To determine the priorities of the Fund in accordance with the Fund Criteria • To consider and determine grant applications to the Guildford Philanthropy Fund. • To encourage and help develop new social enterprise initiatives
Required skills, abilities, qualities and experience	<ul style="list-style-type: none"> • Excellent networking skills • Good oral communication skills • Commitment and enthusiasm to the purpose of Guildford Philanthropy • Experience of fundraising initiatives would be useful
Induction, training and support available	<ul style="list-style-type: none"> • Induction, training and support would be arranged.
Are safeguarding checks for vulnerable people required and provided? (DBS)	No
Any other requirements of the organisation from the appointee	To sign a declaration on the standards of conduct expected of Fund Panel members

Return completed form to: John Armstrong, Democratic Services Manager, Guildford Borough Council, Millmead, Guildford GU2 4BB Tel: 01483 444102 Email:john.armstrong@guildford.gov.uk

EXTERNAL ORGANISATION APPOINTMENT PROFILE

Any restrictions on information sharing between the organisation and the council	No (although some information, such as the identity of donors, must remain confidential).
Any personal liabilities, accountabilities or legal responsibilities involved in the role	No
Is the councillor insured/indemnified by your organisation? If yes, please forward a copy of the insurance documentation.	Guildford Philanthropy is a fund held by the Community Foundation for Surrey. The Fund Panel is covered by the Foundation's insurance policies.
Is your organisation in compliance with equalities legislation?	Yes
Any additional information regarding the appointment?	

EXTERNAL ORGANISATION APPOINTMENT PROFILE

TO BE COMPLETED BY THE COUNCILLOR

NAME: Vanessa King ORGANISATION: Guildford Philanthropy

Please set out below the relevant experience, skills and qualities that you would bring to this appointment taking into account the requirements of the organisation.

Skills	Good oral and written communication skills Mentoring Team-building Conflict resolution Good networking skills
Experience	Teacher for 23 years Member of volunteer public speaking and leadership organisation Toastmasters International for 14 years, served at club and district level in leadership roles for most of that time.
Qualities	Good listener, friendly, personable
Other comments	

Guildford Philanthropy Panel – Councillor Appointments 2023-27

Councillor Geoff Davis submission

Guildford Philanthropy

Skills

Chartered Surveyor, some 50 years operating in Guildford.

Significant experience in the Charity sector, one example being founding The 100 Property Club over 50 years ago, during which time over £1m has been raised for Charities, including 53 buses for physically and mentally handicapped schools. Chairman Emeritus of the Club.

Many other charity challenges, including climbing Mera, the world's highest trekking peak, Kilimanjaro, and Everest Base Camp. Others too, such as the three UK peaks in 24 hours, all for various charities. Perhaps some £100k raised personally over the period.

Experience

Much involvement with GBC during my professional career, and as a Lead Borough Councillor 2015-2019.

During that time was an attending Councillor to Guildford Philanthropy for a period, as it started, with much contact with Peter Cluff and others.

Qualities

Long term professional experience, reliable, good attender...

Other Comments

It would be good to return to involvement with Guildford Philanthropy – am attending a meeting shortly with Peter Cluff and Cllr Sallie Barker, Deputy Mayor.