

Council Report

Ward(s) affected: All

Report of Director of Finance

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Appointments to External Organisations 2019-2023

Executive Summary

The Council appoints councillors to a number of local external organisations for which they undertake a range of governance or advisory roles. In May 2016, full Council resolved to establish a Working Group with the following terms of reference:

- (a) to engage with those external organisations to which the Council appoints representatives to discover what they look for from such appointments;
- (b) to review the process for making appointments and, in relation to each organisation, whether the Council should continue to make such appointments; and
- (c) to submit a report on their findings to the Corporate Governance and Standards Committee, for final recommendation to Council.

In November 2016, a Working Group was convened and a review of the process and engagement with external organisations commenced. The Working Group submitted an interim report to the Council in April 2017 setting out progress with the review, together with a number of initial recommendations.

The Council agreed, amongst other things:

- (1) That 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
- (2) That all appointees to external organisations shall be current borough councillors.
- (3) That, in principle, when an appointment is made there shall be just one councillor appointee and a deputy appointed to each external organisation.

- (4) That the Council shall appoint to external organisations 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, and group leaders will be asked to submit nominations for the appointment of a new deputy appointee in accordance with the provisions of these recommendations.
- (5) That a 'person profile' 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.
- (6) That 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.
- (7) That political group leaders shall 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.
- (8) That, in relation to 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.
- (9) That the Democratic Services Manager be authorised to determine uncontested appointments to external organisations.
- (10) That it will be 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.
- (11) That all councillors appointed to an external organisation shall each year provide written feedback on the work of those organisations over the previous twelve months using an agreed report template.

Following these Council decisions, the Working Group applied the new approaches to undertake a review of individual councillor appointments and submitted its final recommendations to the Council in July 2017.

The Council agreed on 25 July 2017 the following:

- (1) To continue the appointment of councillors to a number of external organisations and, where those appointments are contested, categorised them as being either appointments to be made by full Council or appointments to be made by the Executive.
- (2) To commence the appointment of councillors to a small number of additional external organisations and again, where contested, categorised them as being Council appointments or Executive appointments.

(3) To discontinue the appointment of councillors to a number of external organisations.

Following the review, the Council now appoints councillors to over thirty external organisations, which include 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.

The various updated person profile forms in respect of all the external organisations to which the Council makes appointments have been sent to all group leaders, for circulation among their respective groups. 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

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.

The deadline for submission of completed person profile nomination forms was Friday 5 July 2019. As stated above, the Democratic Services 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. However, there were no contested 'Executive appointments'. Details of all uncontested appointments are set out, for information, in **Appendix 2**. These were confirmed formally on 10 July 2019.

Details of the contested 'Council appointments' and the respective nominees are set out in **Appendix 3** to this report.

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.

Recommendation to Council

That full Council, after due consideration of any presentations provided by nominated members, appoints one councillor and a deputy to each of the external organisations referred to in Appendix 3 to this report.

Reason for Recommendation:

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

1. Purpose of Report

- 1.1 In order that Council may consider nominations in respect of contested appointments to external organisations. These are set out in **Appendix 3** to this report.

2. Strategic Priorities

- 2.1 Working with the various external organisations to which the Council appoints councillors will assist in the delivery of the Council's fundamental theme of Community:

- Supporting older, more vulnerable and less advantaged people in our community
- Protecting our environment
- Enhancing sporting, cultural, community, and recreational facilities

3. Background

The 2017 Review

- 3.1 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'.
- 3.2 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.
- 3.3 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 2019-2023

- 3.4 The 'person profiles' in respect of the external organisations to which the Council is being asked to make appointments for the four year period 2019-2023 have been made available to all councillors (via their group leaders) to assist them in deciding if they are interested in an appointment.

- 3.5 The deadline for submission of completed person profile nomination forms was Friday 5 July 2019. The Democratic Services 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. However, there were no contested 'Executive appointments'. Details of all uncontested appointments are set out, for information, in **Appendix 2**. These were confirmed formally on 10 July 2019.
- 3.6 Details of the contested 'Council appointments' and the respective nominees are set out in **Appendix 3** to this report. In summary, these are as follows:

Access Group Guildford
Councillor Angela Goodwin
Councillor Ann McShee

Royal Surrey County Hospital NHS Foundation Trust – Council of Governors
Councillor Paul Spooner
Councillor Fiona White

Surrey Hills AONB Board
Councillor Gordon Jackson
Councillor Susan Parker

Watts Gallery (Limnerslease)
Councillor Gordon Jackson
Councillor Ramsey Nagaty

- 3.7 As stated above, each nominee in respect of the contested appointments 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.

4. Consultations

- 4.1 As agreed previously by the Council, political group leaders shall 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.

5. Equality and Diversity Implications

- 5.1 Public authorities are required to have due regard to the aims of the Public Sector Equality Duty (Equality Act 2010) when making decisions and setting policies.
- 5.2 An Equalities Impact Assessment (EIA) screening was undertaken during the 2017 review of appointments to external organisations and a full assessment was found not to be required.

5.3 Those organisations to which the council appoints have stated in the 'profile' form that they operate in compliance with the Council's Equality Statement.

6. Financial Implications

6.1 There are no financial implications arising from this report.

7. Legal Implications

7.1 There are no legal implications arising from this report.

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

8. Human Resource Implications

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

9. Summary of Options

9.1 Council should consider and agree, taking into account the completed person profiles, the most suitable nominee for each contested appointment.

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

10. Background Papers

- 'External Organisations Working Group' Report to Council, 11 April 2017
- 'External Organisations Working Group' Report to Council, 25 July 2017

11. Appendices

Appendix 1: Councillor appointments to external organisations protocol

Appendix 2: Uncontested appointments 2019-2023

Appendix 3: Completed person profiles in respect of contested appointments 2019-2023