

## APPOINTMENTS TO EXTERNAL ORGANISATIONS 2023-2027

### Council Appointments (Contested)

	<b>Organisation</b>	<b>Organisation Type</b>	<b>Role</b>	<b>Nominees</b>
1	Farnborough Aerodrome Consultative Committee	Stakeholder Forum	Councillor Representative	Cllr Yves de Contades Cllr Geoff Davis
2	Guildford Action for Community Care	Registered charity & Company limited by guarantee	Trustee & Company Director	Cllr Bilal Ahktar Cllr James Jones Cllr Cait Taylor
3	Guildford Poyle Charities	Registered charity & Company limited by guarantee	Trustee	Cllr Ruth Brothwell Cllr Amanda Creese
4	Oakleaf Enterprise	Registered charity	Trustee	Cllr Bilal Ahktar Cllr Angela Goodwin
5	Watts Gallery (Limnerslease)	Registered Charity	Member of Advisory Committee	Cllr Honor Brooker Cllr Danielle Newson
6	Yvonne Arnaud Theatre Management Ltd and Yvonne Arnaud Theatre Trust	Registered charity & Company limited by guarantee	Trustee & Director	Cllr Honor Brooker Cllr Steven Lee

## EXTERNAL ORGANISATION APPOINTMENT PROFILE

ORGANISATION NAME: Farnborough Aerodrome  
Consultative Committee

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CONTACT NAME: Whittacre Hope      ORGANISATION TYPE: Stakeholder Forum  
Secretary to the FACC

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CHARITY REG. NO. N/A      COMPANY REG. NO. N/A

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EMAIL: [REDACTED]      TEL: [REDACTED]

Appointees Role Titles:	Councillor Representative and Deputy Councillor Representative
Responsible to:	Chairman
Where (Location):	Hart District Council Office / Microsoft Teams as convenient
Is full access available? (Meetings and documents - mobility/hearing or visually impaired)	Hart DC offices have no facilities for the visually or hearing impaired.  Wheelchair access.
Time commitment (frequency of meetings, time of day etc.):	Usually, 3 or 4 times per year during normal working hours.  There are sub-committees which would entail more meetings held via Teams if the representative chose to get involved.
Role description (eg, trustee, director, advisor etc.)	To be updated on operational activities and developments, to raise issues and ask questions on behalf of Guildford Borough Council, residents/electorate, local businesses and other stakeholders. To receive and manage questions on behalf of all stakeholders with regard to the airport and the committee.
Main tasks and responsibilities (including any budgetary and financial matters)	<ul style="list-style-type: none"> <li>To feedback and contribute</li> </ul>
Required skills, abilities, qualities and experience	<ul style="list-style-type: none"> <li>Aviation type business background preferable but not required</li> </ul>
Induction, training and support available	<ul style="list-style-type: none"> <li>DfT Guidelines attached. New representatives are invited to the airport to meet the senior managers and the FACC and receive a presentation on duties</li> </ul>
Are safeguarding checks for vulnerable people required and provided? (DBS)	<ul style="list-style-type: none"> <li>None</li> </ul>
Any other requirements of the organisation from the appointee	<ul style="list-style-type: none"> <li>None.</li> </ul>

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	None, unless advised by the Chairman.
Any personal liabilities, accountabilities or legal responsibilities involved in the role	None.
Is the councillor insured/indemnified by your organisation? <b>If yes, please forward a copy of the insurance documentation.</b>	No.
Is your organisation in compliance with equalities legislation?	<p>Members are expected to behave with regard to their own organisations' code of conduct and standards.</p> <p>FACC Constitution attached.</p>
Any additional information regarding the appointment?	<p>The size of the Committee has recently been increased to 30 members, although around 50 people would be in attendance at meetings.</p> <p>The environmental lobby can be active around the business of the committee which should be noted.</p> <p>Representatives who miss three consecutive meetings would no longer remain a member. An inability to attend by a member should result in the appointed deputy being asked to attend.</p>

## **Councillor Yves de Contades – Person profile**

### **Farnborough Aerodrome Consultative Committee**

#### Skills

Travel Consultant, Marketing, PR, Website Design, Photography, Social Media, Server Management, CMS Management, International Travel Writer.

#### Experience

30 years of international travel consultancy, writing, marketing and services, including private jet travel.

#### Qualities

I speak English, French and Spanish. I am goal focused and possess a comprehensive knowledge of the international travel market.

#### Other Comments

I have a wide range of contacts in the travel industry, UK and internationally

## **Councillor Geoff Davis – Person profile**

### **Farnborough Aerodrome Consultative Committee**

#### Skills

A mature Chartered Surveyor, with much experience of property and planning matters.

A private helicopter pilot for some 43 years, at the moment current on the Bell LongRanger.

Most of my flying experience has been based at Fairoaks, where for five years I kept my own JetRanger.

More recently, based with Elite at Goodwood, having now typed on the LongRanger.

Have transited Farnborough on literally hundreds of occasions, and also flown as a passenger commercially from the field.

#### Experience

Over 50 years operated in Guildford and surrounding areas as an active and successful Chartered Surveyor, mostly involved with commercial property, planning, added value, valuer, arbitration, independent expert, etc.

Was a Guildford Borough Lead Councillor between 2015 and 2019, now re-elected.

#### Qualities

Professional, discrete, reliable, good attender, enthusiastic about all things flying..

#### Other Comments

Would much enjoy being involved with FACC for Guildford B.C., and would expect to be able to bring my skills and experience into play.

## EXTERNAL ORGANISATION APPOINTMENT PROFILE

ORGANISATION NAME:                     Guildford Action                    

CONTACT NAME:                     Matthew Johnson                     ORGANISATION TYPE:                     Charity                    

EMAIL:                     [REDACTED]                     TEL:                     [REDACTED]                    

Appointee Role Title:	Trustee & Company director
Responsible to:	Chair of Trustees
Where (Location):	Beverley Hall, Haydon Place, Guildford
Is full access available? (Meetings and documents - mobility/hearing or visually impaired)	Venue is accessible.
Time commitment (frequency of meetings, time of day etc.):	Board meetings are every three months. We are flexible on the day of the week we meet, although always on a weekday at 6 . There may be occasional interactions as necessary.
Role description (eg, trustee, director, advisor etc.)	Trustee
Main tasks and responsibilities (including any budgetary and financial matters)	<ul style="list-style-type: none"> <li>• The Trustee Board has strategic overview of the organisation and the monitoring of the business plan.</li> <li>• The Board is responsible for ensuring the organisation carries out its purpose and complies with any relevant legislation</li> <li>• All trustees must act in the charity’s best interest</li> <li>• They must comply with our governing document and the law</li> <li>• We have a treasurer but all Board members have a responsibility to make sure resources are used responsibly</li> </ul>
Required skills, abilities, qualities and experience	<ul style="list-style-type: none"> <li>• Trustees must subscribe to the objects of the charity, have an interest in furthering its work and have the time to devote to the role.</li> <li>• Knowledge or experience of the challenges faced by our service users would be an advantage</li> <li>• The ability to be non-judgemental and to be able to empathise with service users circumstances is essential</li> </ul>
Induction, training and support available	<ul style="list-style-type: none"> <li>• Induction meeting with Chair and CEO</li> </ul>
Are safeguarding checks for vulnerable people required and provided? (DBS)	<ul style="list-style-type: none"> <li>• No</li> </ul>

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## EXTERNAL ORGANISATION APPOINTMENT PROFILE

Any other requirements of the organisation from the appointee	•
Any restrictions on information sharing between the organisation and the council	No
Any personal liabilities, accountabilities or legal responsibilities involved in the role	We are a limited company so trustee liability is limited accordingly.
Is the councillor insured/indemnified by the organisation? <b>If yes, please forward a copy of the insurance documentation.</b>	All trustees are covered by our trustee liability insurance.
Is your organisation in compliance with equalities legislation?	Yes

## EXTERNAL ORGANISATION APPOINTMENT PROFILE

### TO BE COMPLETED BY THE COUNCILLOR

NAME: Bilal Hassan Akhtar ORGANISATION: Guildford Action

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

Skills	<ul style="list-style-type: none"> <li>• Leadership skills</li> <li>• Excellent communication within the meetings</li> <li>• Advance Computer literate</li> <li>• Excellent customer services</li> <li>• Organised and attention to details</li> <li>• Problem solver in any circumstances</li> <li>• Excellent negotiator within tough situations</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• I have got a degree in accounting but have worked in sales and management most of my life.</li> <li>• I have experience of working internationally where I have managed a company with more than 100 employees.</li> <li>• Currently running a recruitment firm in Surrey where we specialise in public sector recruitment.</li> <li>• I have helped local charities by raising funds for them by running London marathon on 23<sup>rd</sup> April 2023.</li> <li>• I have arranged open days for charities to increase the public awareness.</li> <li>• Helped local community during Covid to raise the fund for local charity.</li> </ul>
Qualities	<ul style="list-style-type: none"> <li>• I am an empathetic person which should be a must quality to help or work In a charity.</li> <li>• I am a creative person where I can bring different ideas to the table to help the charity to achieve their goals.</li> <li>• Passion for success is also an important quality to have for any role in life. I am a passionate person with full of energy to make sure work gets done.</li> <li>• Listening well is the key to effective communication. Focusing on both what people say and how they say it ensures that you understand the message people communicate to you.</li> <li>• Being in sales most of my life I am very persuasive person which always help working in a charity.</li> <li>• More importantly I am a kind, Honest and reliable person.</li> </ul>
Other comments	<p>I am very passionate about helping local families and offering personal support to any one in Guildford. One of my aims after becoming councillor was to help local charities because I strongly believe that once you help others either its financial or moral support it always give you inner peace and satisfaction of living life.</p> <p>I will be an excellent trustee for Guildford action to increase their public profile and help them to raise more funds in future.</p>

## EXTERNAL ORGANISATION APPOINTMENT PROFILE

### TO BE COMPLETED BY THE COUNCILLOR

NAME: James Jones ORGANISATION: Guildford Action

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	Communication & presentation (written, verbal and through media platforms); Stakeholder management; Relationship building; Problem solving & troubleshooting; Critical thinking; Organisation & time management; Research (qualitative & quantitative).
Experience	<p>Charity experience - <i>Market Researcher for 'Home4U Cardiff' and 'Housing Justice Cymru' (6 months, part time volunteer).</i></p> <p>For this role, I was personally entrusted with the difficult task of formulating an evidence base which could be used for persuading new demographics to voluntarily host refugees in their homes. This evidence base detailed:</p> <ul style="list-style-type: none"> <li>• Who the most receptive people might be (demographics etc) – attained through detailed statistical analysis of government data and other publicly available information.</li> <li>• Which media platforms my target audience engaged with.</li> <li>• How the messaging in images, video and text could be tailored to have the greatest impact.</li> </ul> <p>During this time, I also built rapport quickly with various representatives from a large assortment of interest groups and organisations.</p>
Qualities	<p>Without sounding too generic, I am incredibly hardworking and particularly when working towards something I am truly passionate about.</p> <p>My greatest strength are my interpersonal skills – meeting new people and building positive relationships with them is something I really enjoy doing and actively look for in a professional environment.</p>
Other comments	<p>I only moved to Guildford at the start of the year but have already encountered the work of Guildford Action through my role as the Campaigns Organiser for the Liberal Democrats here. Their work is truly commendable, and they are an organisation which I have looked to for inspiration in my various responsibilities.</p> <p>I am truly passionate about charity work and more specifically, mental health and homelessness. I am one of the many who has suffered with mental health issues in the past and this has further fuelled my pre-existent determination to help others affected.</p> <p>It has always been a real mission of mine to help the downtrodden, and this is why I have done charity work in the past, as aforementioned. It is also the main reason I became a Councillor – in order to attain more influence so that I can do good for those in need.</p> <p>If successful in my application, I will work tirelessly towards this end, and I strongly believe I will be able to make a significant contribution towards the work of this amazing organisation.</p>

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## EXTERNAL ORGANISATION APPOINTMENT PROFILE

### TO BE COMPLETED BY THE COUNCILLOR

NAME: Cait Taylor ORGANISATION: Guildford Action

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	<p>I trained as lawyer and while I no longer practice, I work in the private housing sector concentrating on governance and compliance.</p> <p>My work requires that I assimilate relatively large volumes of technical information, analyse to work towards resolving problems or situations. I particularly enjoy finding novel solutions to intractable difficulties, though this is not always possible. Where this is the case, communication is key.</p>
Experience	<p>I do not have any direct experience, but I am very committed to promoting equality of opportunity for all and I believe that supporting those facing challenges or that haven't had the benefits others have, is fundamental to achieving this.</p> <p>I have carried out various volunteer roles previously but as this was some time ago, I am not sure how relevant this is now. The types of organisations I have volunteered with include Citizens Advice, Crisis at Christmas, and various PTAs when my children were of school age.</p>
Qualities	<p>I believe I am open-minded and non-judgemental, though I recognise the need to continually challenge my own views to ensure that complacency doesn't set in.</p>
Other comments	<p>I am very keen to promote the work done by Guildford Action and believe that by becoming a trustee will help towards this aim.</p>

## EXTERNAL ORGANISATION APPOINTMENT PROFILE

ORGANISATION NAME:     Guildford Poyle Charities    

CONTACT NAME:     Caroline Hill     ORGANISATION TYPE:     Charity    

EMAIL:     [REDACTED]     TEL:     [REDACTED]    

Appointee Role Title:	Trustee
Responsible to:	Trustee board
Where (Location):	Guildford
Is full access available? (Meetings and documents - mobility/hearing or visually impaired)	There are stairs to the office and some meetings are held at the office. Other venues include Guildford BC offices and the Guildhall. Most documents are sent by email but paper copies can be provided. However, if someone had access requirements we could hold meetings at a different venue and provide information in a different format.
Time commitment (frequency of meetings, time of day etc.):	This would depend on which committee the Trustee sits on. During the year there are the following. Trustees are expected to attend Trustee meetings, AGM and away day and to sit on one other committee. Individual grant meetings = Approximately 8 per year Organisation Grant meeting = 4 Trustee board meetings = 4 Finance and General Purpose meetings = 4 AGM = 1 Away Day = 1  Meetings are held in the day most starting about 10am and take about 2 hours. But this does vary dependent on the meeting and agenda.
Role description (eg, trustee, director, advisor etc.)	See attached.
Main tasks and responsibilities (including any budgetary and financial matters)	<ul style="list-style-type: none"> <li>• See Job Description.</li> </ul>
Required skills, abilities, qualities and experience	<ul style="list-style-type: none"> <li>• We have a mix of skills/experience on the Trustee board including, legal, finance, knowledge of the local area, surveyors, charity experience.</li> </ul>
Induction, training and support available	<ul style="list-style-type: none"> <li>• Induction provided which covers the aims and objectives of the role and explanation of Trustee responsibilities, shadowing an individual grants committee meeting. Email/telephone/face to face support from the Manager.</li> </ul>
Are safeguarding checks for vulnerable people required and	<ul style="list-style-type: none"> <li>• Not required because the role does not have any direct contact with applicants for grants.</li> </ul>

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## EXTERNAL ORGANISATION APPOINTMENT PROFILE

provided? (DBS)	
Any other requirements of the organisation from the appointee	<ul style="list-style-type: none"> <li>• None</li> </ul>
Any restrictions on information sharing between the organisation and the council	Due to data protection we would not share any details which are confidential or personal details of anyone working/volunteering/client details unless prior agreement from those concerned.
Any personal liabilities, accountabilities or legal responsibilities involved in the role	Any legal responsibility is provided by legal representation on the Trustee board or we will pay for legal advice. Trustees are required to work within charity governance as set out by the Charity Commission.
Is the councillor insured/indemnified by the organisation? <b>If yes, please forward a copy of the insurance documentation.</b>	Guildford Poyle Charity is a company limited by guarantee and this provides a limited liability framework for all of the trustees
Is your organisation in compliance with equalities legislation?	Yes. One of our objects is with regards to equality.

## EXTERNAL ORGANISATION APPOINTMENT PROFILE

**TO BE COMPLETED BY THE COUNCILLOR**

NAME: RUTH BROTHWELL ORGANISATION: Guildford Poyle Charities

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	ALREADY A TRUSTEE OF THIS CHARITY. DESPITE THE FORM STATING NO DBS REQUIRED I AM A HOLDER OF AN ENHANCED DBS BY VIRTUE OF MY CHURCH OF ENGLAND MINISTERIAL ROLE. ALTHOUGH NOT USUAL FOR TRUSTEES TO MEET APPLICANTS IT IS BEING DISCUSSED THAT IT CAN SOMETIMES BE HELPFUL TO SEE A PROJECT IN ACTION WHICH WOULD INVOLVE MEETING PEOPLE. ABILITY TO READ REPORTS ABILITY TO RISK ASSESS ABILITY TO READ BUDGETS MANAGER OF PEOPLE
Experience	CHURCH OF ENGLAND PRIEST WHICH TRAINS AND PREPARES FOR MANY EVENTUALITIES AMONG PEOPLE WITH HARDSHIP. PROJECT MANAGER OF SIMILAR WORKS IN LONDON BUDGETARY EXPERIENCE OF DELIVERING PROJECTS WORTH MANY £MILLIONS
Qualities	BUSINESS ACUMEN PEOPLE PERSON ABILITY TO SPEAK AND TO PREPARE COGENT ARGUMENTS KNOWLEDGE OF SOME OF THE AREAS OF NEED THROUGH WORKING AS A PRIEST IN GUILDFORD BOROUGH KNOWLEDGE OF BOTH GBC AND VARIOUS CHURCHES I THE BOROUGH WHO OFTEN REQUEST FUNDING ASSISTANCE THROUGH THE CHARITY
Other comments	THIS POSITION IS VERY REWARDING AS IT REACHES INTO THE HISTORICITY OF THE INTENTIONS OF THE ORIGINAL FUNDER. IT ENABLES A GROWING KNOWLEDGE OF THE BOROUGH ESPECIALLY WITH DEPRIVED AREAS AND NEEDS UNDER THE CURRENT COST OF LIVING CRISIS. BUT IT ALSO STANDS BACK AND EVALUATES APPLICATION FORMS SO CAN ASK INTELLIGENT QUESTIONS TO ENSURE THE FUNDERS INVESTMENT IS WISELY USED. IT ENABLES INTRODUCTIONS TO GROUPS SUPPORTING PROJECTS E.G. CITIZENS ADVICE, TENANTS COUNCILS, WHITE GOODS PROVIDERS, COMMUNITY CHAPLAINS AND PROJECT DELIVERERS TO NAME A FEW.

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## EXTERNAL ORGANISATION APPOINTMENT PROFILE

### TO BE COMPLETED BY THE COUNCILLOR

NAME: Amanda Creese ORGANISATION: Guildford Poyle Charities

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	<p>Excellent verbal communication skills with the ability to deal with people at all levels and in difficult circumstances. Ability to interpret complex information and relay to clients.</p> <p>Technical understanding of the menu of benefits provision.</p> <p>Ability to make incisive decisions in difficult circumstances.</p> <p>Ability to multitask and prioritise work</p> <p>Good writing skills</p>
Experience	<p>I have worked most of my professional life in the delivery of social security benefits and housing with nearly 20 years working for Jobcentre Plus (and its departmental predecessors) as a benefits assessor, job coach through to team leader of a large processing team. I then worked in the prison estate as a housing advisor as part of the team assisting offenders on their release from custody and supporting them in the community with the aim of independence and employment. My final job was as a volunteer and then as a session supervisor at Guildford Citizens Advice. I therefore have a wide knowledge of the social security benefits system and social housing and assisting families and individuals in difficult circumstances. I have completed training in equalities and inclusion and safeguarding in addition to extensive training on specific benefits. I retired in 2018 and have been involved in various voluntary organisations and I am a trustee at Guildford Action.</p> <p>I was elected as a councillor for the Bellfields and Slyfield ward in the election this year.</p>
Qualities	<p>Ability to empathise with individuals in difficult circumstances.</p> <p>Honesty in all my dealings.</p> <p>Accountability: I will take responsibility for my actions</p> <p>Co-operative in working with colleagues and other organisations</p> <p>Enthusiastic and committed to initiatives to improve live chances for all.</p> <p>Curiosity and willingness to continue learning.</p>
Other comments	<p>My whole career has been in the area of welfare delivery and in 2000 I enrolled at Birkbeck College in London and completed my degree in Politics Philosophy and History achieving a 2:1 whilst still working full time. I subsequently took a Masters degree in History and wrote my dissertation on 19<sup>th</sup> Century Philanthropic Housing organisations and how they worked with their tenants. My interest in this opportunity is an opportunity for me to continue to be involved in the delivery of support for families and individuals in the community of Guildford and involved in an organisation with a historic attachment to Guildford and its residents.</p>

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## EXTERNAL ORGANISATION APPOINTMENT PROFILE

ORGANISATION NAME: Oakleaf Enterprise

CONTACT NAME: Lorraine Andrews ORGANISATION TYPE: Charity

EMAIL: [REDACTED] TEL: [REDACTED]

Appointee Role Title:	Trustee
Responsible to:	Chairman
Where (Location):	Guildford
Is full access available? (Meetings and documents - mobility/hearing or visually impaired)	Meetings currently aren't suitable for somebody with visual or hearing impairment. However, this is something that could be made possible if a Trustee required it.
Time commitment (frequency of meetings, time of day etc.):	Hours: approximately 5-6 hours per month. 1 annual away day Tenure: 1 year minimum with 3 months' notice period
Role description (eg, trustee, director, advisor etc.)	Trustee  To ensure that the organisation pursues its objects as defined in its governing document and complies with its policies, charity law, company law and any other relevant legislation or regulations.
Main tasks and responsibilities (including any budgetary and financial matters)	<ol style="list-style-type: none"> <li>1. To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations</li> <li>2. To ensure the organisation uses its resources exclusively in pursuance of its objects</li> <li>3. To contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, and evaluating performance against agreed targets</li> <li>4. To safeguard the good name and values of the organisation.</li> <li>5. To ensure risks are managed and mitigated</li> <li>6. To ensure the effective and efficient administration of the organisation</li> <li>7. To ensure the financial stability of the organisation &amp; the correct use of its funds</li> <li>8. To protect and manage the property of the charity</li> <li>9. Act as an ambassador for the organisation at internal and external events</li> <li>10. Attend and contribute to fundraising events as and when necessary</li> <li>11. Provide a link into GBC to aid with the maintenance of a good relationship with one of Oakleaf's key contributors.</li> </ol>

## EXTERNAL ORGANISATION APPOINTMENT PROFILE

Required skills, abilities, qualities and experience	Bringing impartiality and objectivity to decision-making Keeping an overview of the organisation's affairs and to provide support as appropriate Scrutinising board papers Leading discussions Focusing on key issues Providing guidance on new initiatives Ability to think creatively
Induction, training and support available	Yes
Are safeguarding checks for vulnerable people required and provided? (DBS)	Not required
Any other requirements of the organisation from the appointee	None
Any restrictions on information sharing between the organisation and the council	None – except where there is an obvious conflict of interest
Any personal liabilities, accountabilities or legal responsibilities involved in the role	All Trustees have insurance
Is the councillor insured/indemnified by the organisation? <b>If yes, please forward a copy of the insurance documentation.</b>	Yes – will be forwarded on separately
Is your organisation in compliance with equalities legislation?	Yes

# EXTERNAL ORGANISATION APPOINTMENT PROFILE

## TO BE COMPLETED BY THE COUNCILLOR

NAME: Bilal Hassan Akhtar ORGANISATION: Guildford Borough Council

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	<ul style="list-style-type: none"> <li>• Leadership skills</li> <li>• Excellent communication within the meetings</li> <li>• Advance Computer literate</li> <li>• Excellent customer services</li> <li>• Organised and attention to details</li> <li>• Problem solver in any circumstances</li> <li>• Excellent negotiator within tough situations</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• I have got a degree in accounting but have worked in sales and management most of my life.</li> <li>• I have experience of working internationally where I have managed a company with more than 100 employees.</li> <li>• Currently running a recruitment firm in Surrey where we specialise in public sector recruitment.</li> <li>• I have helped local charities by raising funds for them by running London marathon on 23<sup>rd</sup> April 2023.</li> <li>• I have arranged open days for charities to increase the public awareness.</li> <li>• Helped local community during Covid to raise the fund for local charity.</li> </ul>
Qualities	<ul style="list-style-type: none"> <li>• I am an empathetic person which should be a must quality to help or work In a charity.</li> <li>• I am a creative person where I can bring different ideas to the table to help the charity to achieve their goals.</li> <li>• Passion for success is also an important quality to have for any role in life. I am a passionate person with full of energy to make sure work gets done.</li> <li>• Listening well is the key to effective communication. Focusing on both what people say and how they say it ensures that you understand the message people communicate to you.</li> <li>• Being in sales most of my life I am very persuasive person which always help working in a charity.</li> <li>• More importantly I am a kind, Honest and reliable person.</li> </ul>
Other comments	<p>I am very passionate about helping local families and offering personal support to any one in Guildford. One of my aims after becoming councillor was to help local charities because I strongly believe that once you help others either its financial or moral support it always gives you inner peace and satisfaction of living life.</p> <p>I will be an excellent trustee for Oakleaf Enterprises to increase their public profile and help them to raise more funds in future.</p>

## EXTERNAL ORGANISATION APPOINTMENT PROFILE

### TO BE COMPLETED BY THE COUNCILLOR

NAME: Angela Goodwin ORGANISATION: Oakleaf Enterprise

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	<p>A level education. Good listening and communication skills. Empathetic.</p> <p>8 years experience as a Borough Councillor, 6 years as a County Councillor. Used to dealing with – and helping people – from all walks of life, some of whom have mental ill health.</p>
Experience	<p>I have been a GBC representative at Oakleaf for approximately two years, and wish to continue in this role.</p> <p>As the Vice Chair of SCC’s Adults &amp; Health Select Committee, mental health / mental ill health is a common theme in our discussion both across adult social care and the NHS. I have a good awareness / understand of the challenges in the mental health arena.</p> <p>In 2019, this Select Committee set up a Task Group to look at the patient’s mental health journey; I was part of this group and our report / recommendations led to the introduction of the Mental Health Improvement Plan for Surrey.</p>
Qualities	<p>Community focussed person.</p> <p>Strong advocate of Oakleaf Enterprise and other mental health partnerships across Surrey.</p>
Other comments	<p>In January 2023, supported by Oakleaf, I completed the two-day Mental Health First Aider training.</p>

## EXTERNAL ORGANISATION APPOINTMENT PROFILE

ORGANISATION NAME: Watts Gallery Trust

CONTACT NAME: Alistair Burtenshaw ORGANISATION TYPE: Charity

CHARITY REG. NO. 313612 COMPANY REG. NO. 6147572

EMAIL: [REDACTED] TEL: [REDACTED]

Appointee Role Title:	Member of the Limnerslease Advisory Committee
Responsible to:	Chair of Watts Gallery Trust
Where (Location):	Watts Gallery – Artists, Village, Down Lane, Compton, Surrey GU3 1DQ
Is full access available? (Meetings and documents - mobility/hearing or visually impaired)	Yes
Time commitment (frequency of meetings, time of day etc.):	Every six months
Role description (eg, trustee, director, advisor etc.)	Committee member
Main tasks and responsibilities (including any budgetary and financial matters)	<ul style="list-style-type: none"> <li>• Review activities taking place at Limnerslease;</li> <li>• Review the plan for the restoration and development of Limnerslease and its gardens and grounds;</li> <li>• An interest in the protection of the property and grounds of the wider Watts Gallery Trust estate;</li> <li>• Attend occasional public events at Limnerslease where possible;</li> </ul>
Required skills, abilities, qualities and experience	<ul style="list-style-type: none"> <li>• Interest in the arts and heritage</li> <li>• Understanding of charity governance</li> </ul>
Induction, training and support available	An induction to Watts Gallery Trust and the Limnerslease Project will be provided by the Director

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

Are safeguarding checks for vulnerable people required and provided? (DBS)	Required
Any other requirements of the organisation from the appointee	None
Any restrictions on information sharing between the organisation and the council	There may be some confidential information
Any personal liabilities, accountabilities or legal responsibilities involved in the role	None
Is the councillor insured/indemnified by your organisation? <b>If yes, please forward a copy of the insurance documentation.</b>	The Councillor is indemnified by Watts Gallery Trust
Is your organisation in compliance with equalities legislation?	Yes
Any additional information regarding the appointment?	None

## EXTERNAL ORGANISATION APPOINTMENT PROFILE

### TO BE COMPLETED BY THE COUNCILLOR

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NAME: Honor Brooker \_\_\_\_\_ ORGANISATION: Watts Gallery Trust \_\_\_\_\_

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	People skills and a long-term interest in the Arts.
Experience	None as an advisory committee member, but a fresh perspective and common sense.
Qualities	Honesty, commitment and reliability. I believe that art is important for not just learning about history in a visual form, but it tells so many stories about life. I have always loved art in all forms including heritage arts like knitting and crochet and passing on these skills.
Other comments	

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## EXTERNAL ORGANISATION APPOINTMENT PROFILE

### TO BE COMPLETED BY THE COUNCILLOR

NAME: Danielle Newson ORGANISATION: Watts Gallery Trust

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	<ul style="list-style-type: none"> <li>• I am a local resident and Guildford Borough Councillor with a strong interest in the Arts.</li> <li>• I also have a keen interest in architecture and sculpture.</li> <li>• I would be keen to help review activities taking place at Limnerslease including the restoration and development of Limnerslease and its gardens and grounds;</li> <li>• I would like to develop a programme to raise the profile of Limnerslease and encourage visitors to support the programme through donations, volunteering or being a Friend</li> <li>• I would love to attend occasional public events at Limnerslease where possible.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• I am a qualified Solicitor, non-practicing with training in Trust law and an understanding of legal structures to protect non profit bodies</li> <li>• I have long experience of dealing with drafting and analysing complex documents so can help review any paperwork involved in any restoration projects. This could assist the team to ensure the programmes are kept under review and meet their targets</li> <li>• I am a good team player as part of my legal work handling high value claims.</li> <li>• I am used to working with the local community to support them during times of transition.</li> <li>• I am on 3 local parish councils where my role is to reflect the views of the community and acting as a voice for their concerns.</li> <li>• I am a keen advocate of sustainability and environmental issues.</li> </ul>
Qualities	<ul style="list-style-type: none"> <li>• I have always appreciated the Arts growing up. I studied literature to A level standard including French literature.</li> <li>• I was a key member of an Arts Appreciation Society whilst a Scholarship Student at a public school. We arranged theatre trips on a regular basis.</li> <li>• I would like to encourage schools and young people to engage with the arts and the opportunities that are involved.</li> <li>• I also admire and feel inspired by the outdoors and feel this is beneficial for mental health.</li> </ul>
Other comments	<ul style="list-style-type: none"> <li>• I attended the recent press night for the Victorian Virtual reality exhibition on 3 July 2023</li> <li>• My family have an artistic background and I grew up in this environment. We lived as children near family who were part of an artistic community but they were not successful artists, painters and composers! I have an understanding of the challenges facing artists.</li> <li>• I have a cousin who is a self taught composer who later became the Composer in Residence at Queen's University Belfast. He is also a photographer who has many portraits at eh National Gallery in London. Two of his sons are film editors who worked on many TV productions including Minder, Band of Brothers and Endeavour.</li> <li>• I view the Arts as a means of inspiring and encouraging the best development of children in terms of knowledge and confidence building. My daughter was lacking confidence as a child so I encouraged her to engage with drama groups and she attended these for about 10 years appearing in a variety of musical productions.</li> </ul>

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## EXTERNAL ORGANISATION APPOINTMENT PROFILE

ORGANISATION NAME:	Yvonne Arnaud Theatre Management Ltd	And	Yvonne Arnaud Theatre Trust
CONTACT NAME:	Joanna Read	ORGANISATION TYPE:	Theatre
CHARITY REG. NO.	200500	COMPANY REG. NO.	814453
EMAIL:	[REDACTED]	TEL:	[REDACTED]

Appointee Role Title:	Trustee
Responsible to:	Chairman of Yvonne Arnaud Theatre
Where (Location):	Guildford
Is full access available? (Meetings and documents - mobility/hearing or visually impaired)	No
Time commitment (frequency of meetings, time of day etc.):	Four times per annum
Role description (eg, trustee, director, advisor etc.)	Trustee of Yvonne Arnaud Theatre Trust  Director of Yvonne Arnaud Theatre Management Ltd
Main tasks and responsibilities (including any budgetary and financial matters)	<ul style="list-style-type: none"> <li>• Trust and Company are charities so Trustees / Directors have the responsibilities of a Charity Trustee</li> <li>• Budgets approved annually</li> </ul>
Required skills, abilities, qualities and experience	<ul style="list-style-type: none"> <li>• Love of / engagement with the Arts ideally Theatre</li> </ul>
Induction, training and support available	<ul style="list-style-type: none"> <li>• Trustees are supported by highly experienced theatre staff and by external advisors</li> </ul>
Are safeguarding checks for vulnerable people required and provided? (DBS)	<ul style="list-style-type: none"> <li>• Yes required</li> </ul>
Any other requirements of the organisation from the appointee	<ul style="list-style-type: none"> <li>• Trustees to be familiar with Charity Commission Guidance (CC3) – the Essential Trustee: What You Need to Know, What you Need to Do.</li> <li>• Observe the Nolan Principles of Public Life</li> <li>• To observe the theatre Equality, Diversity and Inclusivity Policy</li> <li>• To observe the theatre Conflict of Interest Policy</li> </ul>

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## EXTERNAL ORGANISATION APPOINTMENT PROFILE

Any restrictions on information sharing between the organisation and the council	Business information will be shared with all Trustees at Board meetings. Trustees need to be able to prioritise the interests of the charity, which includes maintaining confidentiality on sensitive information. Councillors should seek approval from the Director and Chief Executive before sharing information.
Any personal liabilities, accountabilities or legal responsibilities involved in the role	Trustees / Directors have legal responsibilities as Charity Trustees and Company Directors
Is the councillor insured/indemnified by your organisation? <b>If yes, please forward a copy of the insurance documentation.</b>	Yes – AXA Insurance Management Liability Policy  (Certificate to be attached)
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: Honor Brooker ORGANISATION: Yvonne Arnaud Theatre Trust

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	People Skills and a long-term interest in the Theatre/Arts
Experience	None as a Trustee but a fresh perspective and common sense. I have had two careers firstly as an Air Stewardess with BA, secondly as a Registered Nurse at RSCH, I retired from this position in May this year. I sing with the Royal Surrey choir, raising money for charities at our twice-yearly concerts.
Qualities	Honesty, commitment and reliability. The ability to work as a member of a team and treat information confidentially.
Other comments	

# EXTERNAL ORGANISATION APPOINTMENT PROFILE

## TO BE COMPLETED BY THE COUNCILLOR

NAME: Steven Lee ORGANISATION: Yvonne Arnaud Theatre Trust

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	Experienced trustee of The YA Theatre.  Qualified Safeguarding
Experience	4 years in role
Qualities	I care about the theatre and its long term success
Other comments	