

# Guildford Borough Council

Report to: Executive

Date: 20 July 2023

Ward(s) affected: n/a

Report of Director: Transformation & Governance

Author: John Armstrong, Democratic Services & Elections Manager

Tel: 01483 444102

Email: john.armstrong@guildford.gov.uk

Lead Councillor responsible: Merel Rehorst-Smith

Tel: 01483 610581

Email: merel.rehorst-smith@guildford.gov.uk

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