



**APPOINTMENT OF REPRESENTATIVES TO SERVE ON
OUTSIDE ORGANISATIONS**

QUESTIONNAIRE - 2016

1. Name and registered address of Organisation
(Please state the correct, full title for your organisation including registered number(s) if any):

2. Details of the person to contact about appointment:

Name:

Address:

(if different from above)

Tel:

E-Mail:

3. Brief description of aims/purpose of organisation:

4. Current number of Guildford Borough Council representatives on the body:

5. Is the current number of representatives appropriate?

Yes

No

If not, what do you feel is the appropriate number?

How long is the term of appointment of the Council representative?

6. Does your constitution/rules require the representative to be an elected Councillor?

Yes

No

7. Is the organisation charitable? If yes, please give the official registration number with the Charity Commissioners:

Yes

No

8. How often, and at what time, are meetings of your organisation held?

Venue for meetings:

9. Is the organisation (**Please tick ONE Option only**):

a) A company formed under the Companies Act?

b) An Industrial and Provident or a Friendly Society?

c) A body created by statute?

d) An unincorporated Trust?

e) An unincorporated Club, Society or Association?

f) Other (Please specify)?

10. Please provide by email to the address at the end of this questionnaire an up to date copy of the organisation's governing documents - e.g. Articles and Memorandum of Association for a Company, Trust Deed for a Trust, Constitution for an Unincorporated Association.

11. If your Managing Committee has Terms of Reference in a separate document, please also supply a copy of that document.

12. What will be the role of the Council nominee(s) e.g. director, management committee member, trustee etc and what, if any, responsibilities will they have? Please state in particular whether they are to share responsibility for running the organisation or whether you want them only to act as a point of communication with the Council, i.e. as pure representative or observer.

13. If the Council appointee is intended to have only observer or representative status, what will be his or her rights of attendance at meetings and to receive papers? Will he or she be entitled to speak and, where necessary, vote?

-
14. Apart from formal responsibilities, what do you see as the main benefits to your organisation of having a Local Authority Appointee?

Please answer questions 15 and 16 if the Council nominee will have any responsibility for decision making or will have a vote on any of your organisation's decision making meetings or committees.

15. Does your organisation hold insurance covering its members and, in particular, the Managing Committee, for any personal liability they may incur in managing the organisation?

Yes

No

If so, what is the limit of cover:

16. If the answer to the above is 'Yes', please confirm that the insurance will cover the Council's appointee (N.B. the appointee may need to make more specific enquiries in their own interests).

17. Do you offer induction or other training on the governance arrangements of your organisation

Yes

No

If so, please provide details:

Please ensure that any changes to the information provided above, particularly any which affect the Constitution of your organisation or the role of the Local Authority appointee, are notified to the Democratic Services Manager, Guildford Borough Council, Millmead House, Millmead, Guildford, Surrey, GU2 4BB.

PLEASE EMAIL THE COMPLETED QUESTIONNAIRE BY FRIDAY 29 APRIL 2016 TO:
john.armstrong@guildford.gov.uk

Or by post to:

John Armstrong
Democratic Services Manager
Guildford Borough Council
Millmead House

Millmead
GUILDFORD
Surrey GU2 4BB