

GUILDFORD BOROUGH COUNCIL REVIEW OF OUTSIDE BODIES 2016

Organisation Name:	Click here to enter text.		
Contact Name:	Click here to enter text.		
Contact Phone:	Click here to enter text.	Email:	Click here to enter text.

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

- a) A charity
- b) A company formed under the Companies Act?
- c) An Industrial and Provident or a Friendly Society?
- d) A body created by statute?
- e) An unincorporated Trust?
- f) An unincorporated Club, Society or Association?
- g) Other (Please specify) Click here to enter text.

1. Is it a statutory requirement to have a borough councillor representative? Choose an item.
2. Is it a requirement of your governance rules to have a borough councillor representative? Choose an item.
If yes, why?
3. In a few words, please explain the organisation's reason for accepting a nominated councillor.
4. Is your organisation in receipt of funding from Guildford Borough Council? Choose an item.
5. Do you understand the Council's process for appointing councillor representatives? Choose an item.
6. Is there anything we could do differently to improve the process? Choose an item.
If so, how?
7. Are specific skills required for the councillor's role in your organisation? Choose an item.
8. Is the councillor usually already prepared for the role they will undertake? Choose an item.
If no, how could this be improved?
9. Do you undertake training with the appointee to prepare for the role? Choose an item.
If so, in what ways?
10. Does the councillor attend the meetings to which they are invited? Choose an item.
11. Are conflicts of interests declared by the councillor? Choose an item.
12. Please rate the value and benefit of the councillor appointment process. (1 is low and 10 is highly valuable) **see note below before answering* Choose an item.
13. Do you think there could be better ways of working and communicating with us rather than the process of nominated councillor representative? Choose an item.
If yes, please comment.
14. Is it the wish of your organisation to continue to receive a representative? Choose an item.

**Please note that we are not asking you to evaluate a particular councillor, but rather your view of the practice of nominating a representative in general terms.*

ORGANISATIONS REPLIES

Question Number	Question	How many said Yes	How many said No	Comments
1	Is it a statutory requirement to have a borough councillor representative?	1	16	
2	Is it a requirement of your governance rules to have a borough councillor representative? If Yes, Why?	10	6	<p>Stipulated in the Memorandum of Agreement 2014 of the Basingstoke Canal Joint Management Committee (JMC) that GBC as a contributing authority is granted one Member representative on the Committee</p> <p>Long term arrangement – we don't know now</p> <p>To provide Council input into our Committee meetings</p> <p>Constitutional requirement to reflect that the area is within the hospital's main catchment</p> <p>All AONB authorities are represented at Member level</p> <p>When the Club was formed in 1972 it was agreed as we were on Council land to have representatives of the Borough on our Board</p> <p>We provide an amenity to Guildford Borough residents</p> <p>Originally we had a social housing loan from GBC (now repaid); we continue to value the link with GBC in the field of social housing</p> <p>To share employment and democratic services advice and knowledge with Councils and to gain Council's views on various topics</p> <p>As per constitution provided by GBC</p>
3	In a few words, please explain the organisation's reason for accepting a nominated councillor.			<p>All the core funding partners have a representative on the Board</p> <p>To assist with any decision making that affects the local authority</p> <p>The nominated councillor represents the interests of the local authority on the AONB Board, and the interests of the Surrey Hills AONB Board within Guildford BC</p> <p>To cement relations between the Association and the Council and keep us posted on Council policies towards the twinning with Freiburg</p> <p>The Basingstoke Canal Authority (BCA) is in receipt of funding from GBC and it is within the rights of the GBC to have oversight on the business undertaken by the BCA at its JMC</p> <p>Originally we had a social housing loan from GBC (now repaid); we continue to value the link with GBC in the field of social housing</p> <p>Constitutional requirement to reflect that the area is within the hospital's main catchment</p> <p>We provide an amenity to Guildford Borough residents</p> <p>We believe that Guildford Arts is making a significant contribution to the arts scene in Guildford and it is important that a member of the council is on the Committee to advise and brief on the background in arts on the Council.</p> <p>Keep in close contact with GBC, get bigger picture of Guildford, benefit from their experience</p> <p>We have a trustee who is a councillor: Caroline Reeves, we were very pleased to have her on the Board as she is the councillor for the ward where our charity is situated, had a good prior knowledge and genuine interest in our work and was willing to give the necessary time to the role. We would like her to continue as she makes a positive contribution to the work of the board. The two previous nominees made no contact with us at all, so while our current experience is good, overall the system hasn't worked very well for us.</p> <p>Our governing document specifically allows the possibility of having a nominative trustee appointed by GBC and as far as I am aware we have always had one (although it is not an absolute requirement). In the past, the GBC representative's knowledge of the local community and the problems some Guildford residents face has been very useful to us when making decisions on grant applications from both individuals and especially organisations and also when setting our grants guidelines</p> <p>The Great Barn & Granary are owned by GBC and although managed by the WBMC, GBC therefore have an interest in them</p> <p>To share employment and democratic services advice and knowledge with Councils and to gain Council's views on various topics</p> <p>Long term arrangement – we don't know now</p> <p>To assist with cooperation with GBC</p> <p>To direct work and agree budgets</p>
4	Is your organisation in receipt of funding from Guildford Borough Council?	8	9	
5	Do you understand the Council's process for appointing councillor representatives?	10	7	
6	Is there anything we could do differently to improve the process? If so, how?	4	9	<p>Ideally the representative should have a role in the relevant GBC committee ie the one that covers countryside issues</p> <p>Yes. Consider more the feedback role</p> <p>Ensure we are consulted as to any possible nominees, ensure that they are interested in our work and understand the responsibilities that come with being on a Board.</p> <p>It would assist us if a Councillor was appointed who had direct knowledge of our client group, for instance by representing one of the Wards where the majority of our clients come from (Westborough, Stoughton, Stoke or Merrow) or by having some other specialist knowledge relevant to our charity, such as benefits or housing. We also feel that someone who had enough time available to devote to the charity would be helpful.</p>
7	Are specific skills required for the councillor's role in your organisation?	5	11	To advise and brief our Committee
8	Is the councillor usually already prepared for the role they will undertake? If no, how could this be improved?	8	8	<p>No. Attendance of inductions offered by BCA</p> <p>Yes. We are happy to discuss the role with new representatives and send information that may be useful e.g. strategy documents. Links to social media updates etc.</p>

ORGANISATIONS REPLIES

Question Number	Question	How many said Yes	How many said No	Comments
				No. It is useful if they have some knowledge of countryside management issues and are prepared to promote the Partnerships activities within their own local authority
				No. Our past experience is that councillors don't always understand the role of trustee, cannot spare the time, do not ascribe to the aims and objectives of the charity. And as mentioned above our previous experience is that people nominated have showed no interest in taking up the role.
				No. In the past reps have not had a good understanding of our organisation
9	Do you undertake training with the appointee to prepare for the role? Choose an item. If so, in what ways?	8	6	<p>Yes. We offer a tour of sites to illustrate the type of work undertaken by the Partnership</p> <p>Yes. We carry out induction with all new Board members</p> <p>Yes. A full induction is provided</p>
				Yes. This has been a long term cllr – Pauline Searle. We did interview another cllr but she was not suitable for the role
				No. As above, it would be useful if the appointee already had some insight into the work we do.
				No. Improved provision of information by the Trust
10	Does the councillor attend the meetings to which they are invited?	10 Sometimes	2 Never	Yes. Yes there is ongoing annual training
				Yes. Documentation, visits to bureau, Citizens Advice training
				Yes. I meet with the councillor before the first meeting to explain how we work and answer questions
11	Are conflicts of interests declared by the councillor	2 Sometimes 6 Always	5 Never	
12	Please rate the value and benefit of the councillor appointment process. (1 is low and 10 is highly valuable)	Average Score 7		
13	Do you think there could be better ways of working and communicating with us rather than the process of nominated councillor representative? If yes, please comment.	3	12	<p>Yes. Engagement beforehand – appointments need to be in partnership</p> <p>Yes. Presentations to and questions from council committees</p> <p>Yes. In addition to the appointment it is useful to have dialogue at officer level due to the key role of the hospital in the local community</p>
				Yes. Perhaps through receiving minutes of Board meetings combined with quarterly catch up meetings with a funding officer
				No. We still feel that the appointed representative can work well and has done so in the past but other means of communication with GBC would also be welcomed. I have only rated the process above as 5 because our current representative has had to miss most of our meetings recently.
				No. No, being at the meetings and hearing what is discussed helps enormously
14	Is it the wish of your organisation to continue to receive a representative?	14	1	