



Information Pack for independent member of the Victoria Hall Trust Advisory Committee

This pack provides information for candidates regarding the appointment of two independent members to the Victoria Hall Trust Advisory Committee, including information on how to apply.

Please note that applications need to be received by 5pm on 27th January 2025.

Interviews will take place in February.



Letter from the chair of the Victoria Hall Trust Advisory Committee

This is an exciting time for the Trust, as we work to secure the future of the Trust Property, alongside local people, the council, the Charity Commission, and our developer partner (Mastcraft).

The Trust has been in existence since 1893, but recent financial challenges mean the council is no longer able to continue to subsidise the Trust's operations. The Trust must therefore forge a new path, while staying true to its charitable objectives and the needs of the local people it serves. The Trust is independent from Ealing Council.

In September 2024, the Charity Commission issued a new scheme for the Victoria Hall Trust. This scheme requires that the Council, acting as sole trustee for the Victoria Hall Trust, appoint two additional Independent Members to the Victoria Hall Trust Advisory Committee. The Committee currently has 6 members, 3 Councillors and 3 Independent Members. The Committee will therefore have 3 Councillors and 5 Independent Members once the new Independent Members are appointed.

If you are passionate about Ealing and its built environment, engaged with the needs of local people, and have the skills to enhance our work, then I hope that you will make an application.

I look forward to hearing from you.

Councillor Tariq Mahmood

Chair of the Victoria Hall Trust Advisory Committee

Victoria Hall Trust

Background

Ealing Town Hall was constructed in the late nineteenth century. Although the majority of the Town Hall was funded, built and owned by the council in the usual way, part of the building (the Trust Property) was funded by public subscription and placed into a charitable trust. A Declaration of Trust, which named Ealing Council as the sole trustee, was completed on 6th November 1893.

The Trust property includes the Victoria Hall and the Prince's Hall within the wider Town Hall building, although future plans for the building anticipate that there is a landswap where the Trust property would in future comprise the Victoria Hall and the Queen's Hall.

At the Full Council meeting on 10th December 2024, a new Victoria Hall Trust Advisory Committee was created in accordance with the Charity Commission's scheme. The Advisory Committee will review any decisions and functions of the council as Trustee before making recommendations to the Cabinet Member. The Cabinet Member is obliged to follow the Advisory Committee's recommendations or otherwise seek advice guidance from the Charity Commission.

Composition

The new Victoria Hall Trust Advisory Committee will be composed of three Ealing councillors and five independent members. Three of these independent members have already been appointed until May 2029. Two more independent members are now sought.

The Objects of the Charity as described in the September 2024 scheme are:

To promote the benefit of the beneficiaries by the provision of facilities for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the condition of life of the beneficiaries.

Background reports

[Browse meetings - Victoria Hall Trust Advisory Committee](#)

Cabinet reports:

[21st October 2014](#), [12th July 2016](#)

Full council reports:

[19th December 2017](#), [2nd March 2021](#),

General Purposes Committee (Trust) reports:

[15th March 2018](#), [15th January 2019](#), [16th April 2019](#), [26th September 2019](#), [29th June 2020](#), [30th July 2020](#)

[9th December 2020](#), [28th January 2021](#), [16th February 2021](#)

Role Description

The role

To be an independent, fully-voting member of the Victoria Hall Trust Advisory Committee.

Accountability

To the potential beneficiaries of the Victoria Hall Trust and to Ealing Council as sole legal trustee.

Responsibility

- To provide independent support, advice and challenge to the Trust in its work
- To receive and consider reports to the Trust from council officers and advisors.
- As required, to make informed recommendations concerning the Trust to the Cabinet Member for Thriving Communities
- To assist the Trust in ensuring that it can continue to operate the Trust Property in accordance with its charitable objectives.
- To obtain and maintain appropriate understanding of the Trust and its operations
- To demonstrate a good understanding of the needs of the Trust's potential beneficiaries in all their diversity.
- To demonstrate high standards of corporate governance.

Person Specification

	Essential	Desirable
Qualifications		
• Higher education level qualification		✓
Knowledge and skills		
• A good communicator	✓	
• Inquisitive, open minded and non-judgemental	✓	
• Ability to analyse information and question effectively	✓	
• Understanding of the diversity of Ealing’s communities	✓	
• Understanding of the Trust’s objectives	✓	
• Understanding of the built environment and / or the hospitality sector	✓	
Experience		
• Experience of attending boards, committees and charitable work		✓
• A demonstrable interest in public service	✓	
• Lives in and/or works in Ealing	✓	
• A demonstrable interest in local issues	✓	
Competencies		
• A person in whose impartiality and integrity the public can have confidence	✓	
• Ability and willingness to maintain confidentiality	✓	
• Able to make a significant contribution to the work of the Trust	✓	
Other requirements		
• Has not been a councillor or employee of Ealing Council in the past five years		✓
• Is not related to or close friend of an Ealing councillor or employee		✓
• Is not an active member of any political party or has a public profile in relation to political activities		✓
• Must formally agree to observe the Local Code of Conduct for Councillors complete a Register of Interests form on appointment	✓	
• Must be able to attend Trust meetings	✓	
• Must be committed to a four-year term of office	✓	
• Must observe all charity law rules	✓	
• Must formally agree to observe any additional Charity Commission requirements	✓	

Terms and Conditions of Appointment

The appointment is for four years and unpaid.

The duties include attendance at Trust meetings, which are public, a few times per year. Typically, the meetings start at 7pm. You will also need to allocate time to read papers in preparation of the meeting. There may very occasionally be additional duties, such as attending training courses or attendance at other related meetings.

As an independent member you will be required to abide by a local Code of Conduct for Members, which sets out standards of behaviour expected – particularly in relation to the potential confidentiality of some of the material you will see. Additionally, you will be required to complete a Register of Interests form, which sets out any personal interests that affects the wellbeing or financial position of you or people that you have a close association with. This is to ensure fellow trustees, officers of the council and the public know which of your interests might give rise to a conflict of interest. You will also be required to pro-actively declare any potential conflicts that may arise in your role. For example, if a conflict interest arises out of business on the committee's agenda or from a change in your personal circumstances, you must declare that interest before the committee meeting.

Recruitment Process

You are asked to submit an expression of interest (maximum 2 pages of A4) to ahmedzay@ealing.gov.uk by 5pm on 27th January 2025.

Shortlisting will take place shortly after the closing date and applicants will be advised of the outcome of their application thereafter.

Interviews will take place in February 2025. The interviews will be conducted by the Victoria Hall Trust Advisory Committee.

The appointments will be made at Full Council on 4th March 2025 – the successful applicants will not need to attend that meeting.

Equal Opportunities

The Trust is committed to diversity, we encourage applications from all sections of our diverse community.

Data Protection

The personal data you provide for this application and otherwise as part of the recruitment process will be held and processed for the purpose of the selection processes of the Trust. The personal data will be initially controlled by or on behalf of Ealing Council and will be retained in line with our privacy policy and then destroyed as per the retention schedule.

Queries

Should you have any queries about any aspect of the role, you can contact Adam Whalley, Assistant Director of Capital Investment Programme (tel. 020 8825 9420).

