



**Rochford District
Council**

REPORT TITLE:	Appointment of Vice Chairman for Municipal Year 2024/2025
REPORT OF:	Acting Director of Governance

REPORT SUMMARY

The Council is required to appoint a Vice Chairman from amongst its membership to serve for the Municipal Year 2024/2025.

The Vice Chairman is appointed by the Council to continue in office for one Municipal Year and hold office until immediately after the election of the Chairman at the next Annual Meeting.

RECOMMENDATION/S

- R1 To appoint a Vice Chairman for the Municipal Year 2024/2025 and until immediately after the election of the Chairman at the next Annual Meeting.**

SUPPORTING INFORMATION

1.0 REASON/S FOR RECOMMENDATIONS

- 1.1 It is a statutory duty.

2.0 BACKGROUND INFORMATION

- 2.1 The Council will appoint a Vice-Chairman of the Council for the municipal year at the Annual Council meeting.

2.2 The Vice-Chairman will support the Chairman in their role during their term of office. Subject to any standing orders made by the Council, anything authorised or required to be done by, to or before the Chairman may be done by, to or before the Vice-Chairman.

2.3 Once Annual Council has made the appointment of Vice-Chairman, the newly appointed Vice-Chairman duly takes the Declaration of Acceptance of Oath.

2.4 The Vice-Chairman may be removed from the office of Vice-Chairman of the Council by motion on notice at an ordinary meeting of the Council or an extraordinary meeting convened for that purpose. The vote will succeed by simple majority.

3.0 OTHER OPTIONS CONSIDERED

3.1 Section 5 of the Local Government Act 1972 requires the appointment of a Vice-Chairman of the Council.

4.0 ENGAGEMENT/CONSULTATION

4.1 Group Leaders have been consulted.

.

5.0 FINANCIAL IMPLICATIONS

Name/Title: Tim Willis, Interim Director of Resources

Tel/Email: 01277 312500/tim.willis@brentwood.rochford.gov.uk

5.1 There are no direct financial implications arising from the appointment of a Vice Chairman. For the purpose of enabling the Vice Chairman to meet the expenses of their office, the Council may pay such allowance as the Council thinks fit..

6.0 LEGAL/GOVERNANCE IMPLICATIONS

Name & Title: Claire Mayhew, Acting Director of Governance

Tel & Email: 01277 312741/claire.mayhew@brentwood.rochford.gov.uk

6.1 The Council has a statutory duty to elect a Vice Chairman annually from among its members. The election of the Chairman and Vice Chairman must be the first business transacted at the Annual Meeting.

6.2 The process for electing the Vice Chairman is set out in the Council's Constitution.

8.0 EQUALITY & HEALTH IMPLICATIONS

Name/Title: Kim Anderson, Corporate Manager - Partnerships, Leisure & Funding

Tel/Email: 01277 312634/kim.anderson@brentwood.gov.uk

- 8.1 Section 149 of the Equality Act requires the Council to have due regard to the Public Sector Equality Duty when making decisions, strategic planning and when implementing policies that may impact on those who have protected characteristics. Listed Authorities must comply with the requirements under the Equality Act 2010 (Specific Duties) Regulations 2011 (the Regulations), to publish equality data and list specific equality objectives. These Regulations apply to the Council.

REPORT AUTHOR:

Name: Claire Mayhew

Title: Acting Director of Governance

Phone: 01277 312500

Email: claire.mayhew@brentwood.rochford.gov.uk

APPENDICES

None

BACKGROUND PAPERS

None.

SUBJECT HISTORY (last 3 years)

Council Meeting	Date
Annual Council	May 2023
Annual Council	May 2022
Annual Council	May 2021