

TO APPOINT THE CHAIRMAN AND VICE CHAIRMAN OF THE COUNCIL

REPORT OF: DIRECTOR OF RESOURCES AND ORGANISATIONAL DEVELOPMENT
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Wards Affected: All
Report to: Annual Council
24th May 2023

Purpose of Report

1. This report sets out the role of the Chairman and Vice Chairman of the Council and provides background to support the Council makes these important appointments.

Recommendations

- 1. That the Council elects a Chairman and Vice Chairman for the municipal year 2023/24 as outlined below:**
 - a. The current Chairman of the Council, Councillor Margaret Belsey will conduct the election of a new Chairman at the meeting in accordance with the detail in paras 7 to 11 below.**
 - b. The newly elected Chairman will then conduct the election of the Vice Chairman (paras 12 to 13) for the municipal year 2023/24.**
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Background

2. District councils are required by law to elect a chairman each year. The election is carried out by Full Council at the Annual Council meeting. The Chairman of the Council will not necessarily be a member of the majority political group on the Council. As the chair of Full Council meetings, he or she is expected to be completely impartial in this role.
3. The Chairman is the Council's civic head, and as the first citizen of the district takes precedence within the district over everyone except His Majesty the King or his representative (usually the Lord Lieutenant of West Sussex).
4. The Vice-Chairman can deputise for the Chairman and performs similar duties.

The role of the Chairman of the Council

5. Part 5 (viii) of the Council Constitution details the key roles of Councillors. In addition to the role of Councillor, the Chairman of the District Council's Role includes carrying out the following duties:
 - a) To act as first citizen of the District;
 - b) To uphold and promote the purposes of the Council's Constitution, and to interpret the Constitution when necessary;

- c) To preside over meetings of the Council so that its business can be carried out efficiently and with regard to the rights of Councillors and the interests of the community;
- d) To ensure that the Council meeting is a forum for the debate of matters of concern to the local community and the place at which members who are not on the Cabinet or do not hold Committee Chairs are able to hold the Cabinet and Committee Chairmen to account;
- e) To promote public involvement in the Council's activities;
- f) To be the conscience of the Council; and
- g) To attend such civic and ceremonial functions as the Council and they determine appropriate
- h) To network with external organisations such as County and Town and Parish Councils, Voluntary Organisations etc
- i) To understand and interpret the Council's Procedure Rules, structure of the Authority and the roles of responsible officers
- j) To be aware of local issues which affect Council business
- k) To promote the well-being of the District
- l) To encourage high standards of probity

The role of the Vice Chairman of the Council

6. Part 5 (viii) of the Council Constitution details the key roles of Councillors. In addition to the role of Councillor, the Vice-Chairman of the District Council carries out the following duties:
 - a) To fulfil the role of the Chairman in their absence from meetings of the Council
 - b) To support the Chairman as necessary and to facilitate the effective running of meetings
 - c) To represent the Council and the community in the Chairman's absence

Procedure for electing the Chairman of the Council

7. The current Chairman of the Council, Councillor Margaret Belsey, will preside at the meeting until a new Chairman of the Council has been elected. More than one nomination may be proposed.
8. Councillor Margaret Belsey will call for nominations to the position of Chairman.
9. A member of the Council must be nominated to fill the position of Chairman of the Council, with a proposer and seconder. The nominated person must confirm that she/he is willing to fulfil the role.
10. Councillor Margaret Belsey will conduct a vote, and all members of the Council may vote. If more than one person is nominated, voting process will continue until a majority is given in favour of one person is achieved.

11. The Chain of office will then be transferred, and the newly elected Chairman of the Council will then take over the meeting. He/she will thank the out-going Chairman and conduct the election of the Vice Chairman.

Procedure for electing the Vice-Chairman of the Council

12. A member of the Council must be nominated to fill the position of Vice-Chairman of the Council, with a proposer and seconder. The nominated person must confirm that she/he is willing to fulfil the role. More than one nomination may be proposed.
13. Again, a vote will be held, and all members of the Council may vote. If more than one person is nominated, the voting process will continue until a majority is given in favour of one person.

Financial Implications

14. The constitution specifies the roles as special responsibilities to which special allowance, on top of the basic allowance, is payable annually as follows:

Chairman of the Council	£6,760
Vice-Chairman of the Council	£2,253

Risk Management Implications

15. None.

Equality and Customer Service Implications

16. None.

Other Material Implications

17. None.

Sustainability Implications

18. None.

Appendices

None

Background Papers

There are no background papers associated with this report.