

INFORMATION PACK

FOR THE CHAIRMAN OF COUNCIL

(or How to be Chairman of Council - the easy read guide)

Updated 13 May 2016

CONTENTS

Introduction	3
Role, Duties and Precedence	4
The Role of the Chairman	4
The Dignity of the Office.....	4
The Legal Position and Council Meetings.....	4
Neutrality of the Chairman and Public Perception	5
Election Purdah.....	5
Gifts and Hospitality	6
Role of the Chairman’s Officer.....	6
Briefing Meetings	6
Invitations to Events	6
Types of Events to Attend	7
Visits to other Districts.....	8
Speeches	8
Attending Events – Expectations	9
Use of and Safe Custody of the Civic Regalia	9
Photography and Digital Camera.....	9
What happens after an event?.....	10
Contacting Officers in Cases of Emergency	10
Role of Vice Chairman	10
Use of a Civic Car.....	10
Using Your Own Car/Parking Permit.....	11
Guidance notes for use of the Civic Crest on Vehicles.....	11
Vehicle Suction Sign Attachment Instructions.....	12
Civic Budget 2015/16.....	12
Overview of Usable Budgets.....	12
Who pays for what?	12
Chairman’s Allowances.....	13
Main Events of Civic Year.....	13
Planning	14
Charity Fund raising.....	14
Choosing a Charity to Support.....	14
Officer Support	14
Charity Accounts	15
Event Management	15
Chairman’s Charity - A Cautionary Note	15
Guidance Section	16
Civic Regalia – Safe Custody Guidelines.....	16
Article 5 – Chairing the Council.....	18
Chairman’s Engagements Form Example	21
Chairman of Epping Forest District Council – Invitation to an Event:	23
Background Briefing Information	24
Some History of the District.....	24
Council Crest.....	27
Ceremonial Officers in Essex.....	29
Lord Lieutenant of the County.....	29
The Office of the Lord Lieutenant.....	29
Main Duties of a Lord Lieutenant	29
The High Sheriff of Essex	30
High Sheriff - Current Duties	31
Notes for the Incoming Vice-Chairman.....	32

Introduction

Can I be the first to welcome you to the position of Chairman of the District Council. We hope that you will find it a memorable year.

We have designed this Information Pack to answer some questions about your year as Chairman and to clarify certain aspects of your role as First Citizen of the District.

We realise that the role of Chairman is a demanding one and that you may feel that you have only mastered it just as your year finishes! Officers are here to help and advise you. Never hesitate to ask if you are unsure about any of the processes or your duties as Chairman. We will do our best to help and make sure you enjoy your time as Chairman.

I hope you have a very successful year.

Simon Hill

Simon Hill
Assistant Director – Governance and Performance Management

Role, Duties and Precedence

The Role of the Chairman

The Chairman has an important role to fulfil as the Civic symbol of the District. The Chairman is distinct from the political leadership of the Authority and this separation is sometimes not obvious to the public. For example, you will often receive letters of complaint (for which Officers have a standard procedure).

The Chairman with his/her Insignia and traditions of office acts as a figurehead and a symbol of continuity and has the prestigious role of representing the whole District during the civic year. As its representative he/she can influence public perception and enhance the image of the Council.

While fulfilling the many engagements that crowd the official Diary, the Chairman has the opportunity to act as a link between the various groups and organisations visited and the Council and has a unique overview of the needs and concerns of the community he/she serves. The Chairman is also in a position to take out to the community the message and aims of the Council.

The Dignity of the Office

The attached (see Guidance Section, Annex 1 page 17) Article 5 of the Constitution covers the Chairing of Council.

The Chairman should, at all times, act in a way consistent with the dignity of the office of Chairman and the policies of the Council which transcends party politics.

The Chairman of Council as first citizen in the district always takes precedence (unless Royalty or the Lord-Lieutenant in his official capacity representing the Queen is present). If the Chairman is invited to a function he/she is always the Guest of Honour. It must be remembered that during Royal Visits special rules apply and on such occasions the Council will be advised by the Lieutenancy of the appropriate procedure.

It should also be noted that the Vice-Chairman assumes the precedence of the Chairman when he/she is deputising for him/her.

There may be occasions when the Chairman of the Council or Vice-Chairman of the Council cannot attend functions. In these circumstances, the Chairman of the Council normally nominates a past Chairman of the Council or other appropriate Member to act on his or her behalf at any such event (a good example of this procedure is Remembrance Day in November each year).

Separate arrangements have been agreed with Loughton Town Council for events in premises owned by that Council. Further information is available on this from the Chairman's Officer.

The Legal Position and Council Meetings

The main 'Council' duty of a Chairman is to preside over meetings of the Full Council; if present at a meeting, he/she must preside. If not present then the Vice-

Chairman must preside. In your absence the Vice-Chairman has all the responsibilities and powers which you exercise as Chairman. These meetings are scheduled in February each year for the following municipal year (May to April). You should ensure that you are available for all these dates.

The article also covers how you should conduct yourself in the Council meetings and Officers from Democratic Services will be able to brief you fully before each meeting often Chairman have chosen to have both a private briefing (one with only the Chairman and officers present) and a formal briefing with group representatives present. This part of the role is often daunting at the beginning of the year but officers are here to help you. The rules governing meetings of the Council are contained within the Constitution (Rules of Procedure) but are complex. You should familiarise yourself with these (again) before meetings.

Neutrality of the Chairman and Public Perception

It should be emphasised that the Chairman should, during his/her term of office, be as near as humanly possible impartial on all matters, in particular in party politics. It may therefore be seen that the Chairman must be willing to pretend to be non-political for 12 months! The distinction between Civic Head and Political Leadership should be maintained at all times. This is not to say that in your role of Ward Member that you cannot be seen to hold views about individual subjects and issues but that caution should be exercised to ensure that public statements make this distinction clear. The Public Relations and Marketing Officer can advise about dealing with press and communication matters if you have any doubts or concerns.

The Office of Chairman is a busy one and you can expect that you will be required to attend a number of events in addition to your current commitments as a Ward Councillor. Your year in office may lead you to consider how ward business can be kept up to date during the year. You should discuss this with your Group Leader and/or fellow Ward Councillors (if it is a multi-member ward).

Election Purdah

Senior members of the Council such as the Chairman, Leader and Portfolio Holders are all assisted by the Public Relations Office in providing comments and quotes to the media. Public Relations can also assist with the preparation of speeches. Any such quotes or speeches issued through the Public Relations Office are always associated with the Member in his or her official Civic capacity.

Special conditions apply to the issue of publicity in the period leading up to elections. During the period of six weeks or so leading up to an election, the Council must take special care not to issue any publicity that might conceivably be perceived as having the potential to influence the outcome of the poll. Details can be found in the Representation of the People Act 1983, the Local Government Act 1986 and the Local Authority Publicity Code of Recommended Practice published in 2001.

To ensure compliance with the various Acts and Publicity Code, the Council therefore enters a period of Purdah in the six weeks leading up to an election where it will avoid issuing any publicity in the name of or associated directly with any Councillor.

The Chairman is strongly advised to ensure the dates of major Civic events such as the Annual Civic Awards are arranged to ensure there is no conflict with the Purdah period.

Gifts and Hospitality

The National Code of Local Government Conduct states that any offer or gift, favour or hospitality should be treated with extreme caution. The person or organisation making the offer may be doing, or seeking to do business with the Council, or may be applying to the Council for planning permission or some kind of decision.

Chairmen need to exercise great caution in their dealings with other organisations and private companies regardless of whether it is on 'Council' or 'Chairman's Charity' matters.

Generally minor tokens of goodwill or flowers can be accepted as personal gifts.

Guidance on gifts and hospitality is set out in section T of the constitution

Role of the Chairman's Officer

It might be helpful to clarify the role of Chairman's Officer. Pat Seager has admirably filled this role for a number of years and is a huge resource of information for you.

The Chairman's Officer role is to act as Personal Assistant for the Chairman.

The Chairman's Officer is responsible for co-ordinating the Chairman's Diary of Engagements and endeavours to ensure that the Chairman has the information he/she needs to enjoy each event and that hosts are properly briefed.

The Chairman's Officer also organises the Civic events, deals with correspondence and advises on matters of protocol and is responsible for all aspects relating to banking for the Chairman's Charity Account.

Briefing Meetings

From experience, we know that it is necessary that you keep closely in touch with the Chairman's Officer, with at least a regular weekly session in the office to deal with correspondence, events and plans for the future. This, of course, has to be scheduled around the Chairman's civic, work and other commitments but should be on a day that the Chairman's Officer is at work.

Invitations to Events

It cannot be stressed too strongly how essential it is that all who seek the Chairman's presence at their events be referred to the Chairman's Officer and that all invitations (including those that arise internally – from Officers or Councillors!) be sent to the Chairman's Officer to discuss with the Chairman.

This is to ensure that the Diary is properly co-ordinated, all necessary arrangements are made to suit the Chairman's availability and, more obviously, to avoid double booking.

Please ensure that any invitations received at home are brought in to the office for the Chairman's Officer to action properly and that anyone making a verbal approach is asked to contact the Chairman's Officer in the first instance.

On receipt of an invitation, the Chairman's Officer issues a standard form known as the 'Green Form' on behalf of the Chairman. The form provides a check-list of essential information including dates, times, locations, contact telephone numbers, details of the event, other guests and actions required of the Chairman, such as prize giving, speeches and replies to toasts etc. All event organisers are asked to complete the 'Green Form' in full. Nevertheless, extensive time and patience is often required in obtaining all the necessary information from the organising body to ensure that the Chairman is fully briefed. This form is also available from the Chairman's pages on the website. A copy of the form is attached in the Guidance Section together with the notes on completion. This process is designed to keep the Chairman informed of what is expected of them at each event.

Invitations will be discussed at the weekly meetings. Where two or more events coincide, the Chairman decides which to attend. Events within the District take precedence over outside events if possible. If appropriate, the Vice-Chairman can be asked to attend one of the events on the Chairman's behalf.

Types of Events to Attend

Invitations to events are not controlled by the Council and to some degree the Chairman has to be responsive to invites received. The normal expectation is that the Chairman attends as many events as he/she can during his/her year. However, you choose the events you attend.

Some Chairmen have made decisions about visits they might wish to pursue. For instance, school visits may be something you are interested in. If you have a view about this, you should discuss this with the Chairman's Officer at the beginning of the year and she will try to arrange these on your behalf.

Below are three rules of civic engagements.

Every invitation must be routed through the Chairman's Office.

It is essential that all who seek the Chairman's presence at their event are referred to the Chairman's Officer and the temptation to accept invitations "off-the-cuff" must be resisted. Systematic paperwork may sometimes seem excessively bureaucratic but it removes the risk of confusion or duplication.

Do not cancel except in an emergency.

All engagements are important, no matter how small. Once an invitation has been properly accepted, it should not be cancelled unless there is an emergency. It should be remembered that the particular function to which the Chairman has been invited is often the most important one of the year for the promoters. The Chairman and the office of the Chairman stand to be seen in a bad light if an organiser finds out why the Chairman changed his/her mind.

Ask is it a "quality" engagement'?

Chairmen are asked to consider carefully each invitation they receive with a view to recognising the "value" of each event to the Council and the local community. District

events and engagements always take precedence over engagements outside the District boundary.

It is essential that the Chairman is seen to contribute to the Council's corporate values, priorities and objectives. Therefore each event can be 'scored' depending on the type of activity. All engagement requests to be assigned points for value to the community. This is a standardised, well-tested points system which focuses on activity and allows for more valuable use of the Chairman's time and potentially reduces costs.

Promoting	5 points
Community	4 points
Civic Hosting	3 points
Council/statutory/traditional	3 points
Charities	2 points
Social	1.5 points
Civic Circuit	1 point

Applying the questions and the points system above, supports the Chairman's attendance at events that are of benefit to the local taxpayer and local community.

You will also find that some events illicit annual invites. The Chairman's Officer will advise you about these and on feedback from previous Chairmen (see What Happens after an Event below).

Visits to other Districts

Protocol demands that when invitations are received for the Chairman to attend a function in another District, the Chairman's Officer seeks the consent of the Civic Head of that District and obtains permission for the Chain of Office to be worn. This is, of course, normally only a formality, but a necessary courtesy. Other Authorities will likewise check with the Chairman's Officer before attending events in Epping Forest. At times, it is requested that the Badge of Office be worn on a collaret, rather than on the Chain.

The Chairman's Officer can provide guidance on matters of protocol which affect aspects of the civic duties undertaken and can give background information on the events and activities which have become a traditional feature of the civic calendar.

Speeches

As the range of major civic events has increased, greater emphasis has been placed on the production of professional speeches. Many Chairmen are comfortable to write their own speeches but may require assistance from time to time and especially at major events such as the annual Civic Awards Reception which is normally scripted by Public Relations.

Should you be asked to speak at an engagement and would like assistance in the preparation of the speech, the Chairman's Officer will liaise with the Public Relations and Marketing Officer on your behalf. Any speech will be discussed and cleared with the Chairman prior to the event. In some cases the organising body will supply the basis for a speech with their 'Green Form'.

Past Chairmen have commented that, in their experience, as the 'Civic' guest, the Chairman is often asked to respond to toasts and make impromptu speeches at events even if this is not disclosed on the Green form.

Attending Events – Expectations

The 'Green Form' will give you a good idea of what is expected of you at each function. If this is not clear you should seek more information from the organiser through the Chairman's Officer. In a lot of cases you will be the guest of honour and you should try as much as possible to speak to as many people as is possible at the event.

In turn Officers will try as much as possible to ensure that organisers (including those that are our own Officers) are aware of your expectations as Chairman.

It is worth considering whether there may be a need to have sufficient money on you for things like plate collections, donations and raffle tickets etc.

Use of and Safe Custody of the Civic Regalia

The Regalia, the term that is used to cover the Chain and Badge of Office are the outward and visible sign of the Office and duty of the Chairman. Though there are certain codes of guidance, which the Chairman's Officer can explain as necessary, it is generally left to the Chairman, (within the District boundaries), to choose whether to wear the full Chain of Office or the Badge and ribbon.

The Council has agreed a set of guidelines for the custody and safekeeping of the Civic Regalia. These are set out in the Guidance Section of this document. In essence you should remember that the regalia should at all times be kept in its case and treated with care, not only **when** being worn but giving thought to **where** it's worn.

Photography and Digital Camera

Part of the role of the Chairman includes the promotion of the Council at events etc. Whilst at Civic Functions the Council will arrange for photographs to be taken for press use, at other functions this is not available. The Council may have access to photographs taken at events but useful additions are those taken by the Chairman or of the Chairman (if you can find a willing assistant) using the Public Relations Chairman's camera. This is easy to use and does provide us with useful images for use in press releases and other publicity.

Old news rarely receives the best media coverage. For the best chance of seeing such photographs reproduced in the local newspapers, it is essential to pass the camera back to Public Relations for downloading and transmission with suitable text without delay. Public Relations will discuss text details with you and any quotes you would like to be sent with the pictures.

What happens after an event?

Normally the Chairman's Officer, in consultation with the Chairman, will compose a suitable letter to event organisers to thank them for their event. It is sometimes appropriate to 'de-brief' with the Chairman's Officer on any issues of concern. This enables us to (tactfully) feedback to organisers for subsequent events. Such issues might be that there was no car parking or it was difficult to find etc.

Contacting Officers in Cases of Emergency

The Chairman's Officer works three days per week (Wednesday-Friday). Outside of these times the Chairman should contact either Public Relations (01992 564236) or Tom Carne (07789 372005)

Role of Vice Chairman

Since the creation of Epping Forest District Council in 1974, it has been the practice whenever possible for the Chairman to serve a year as Vice-Chairman first. By deputising for, working with and shadowing the Chairman, this allows for the Vice Chairman to gain valuable experience prior to taking full responsibility.

To clarify the role of the Vice Chairman. If the Chairman cannot accept an invitation it may be appropriate to "pass it down", though this should not be automatic. Invitations to a function should not be sent to the Vice Chairman who would only attend when deputising for the Chairman.

It is appropriate to encourage the Vice-Chairman to have some involvement in the year's projects and planning meetings, in order to give him/her some insight into the demands of the civic year.

Use of a Civic Car

The current practice is to hire the services of a car hire firm for selected civic and high profile events. There is a limited budget for this (see budget section below for current levels) and this must be carefully managed.

The Chairman, guided by the Chairman's Officer agrees in advance on those events that require the use of a car. The Chairman should be aware that the budget provision should not be exceeded without prior discussion with the Spending Control Officer (Tom Carne). The means of transport should reflect the degree of formality/informality of the event.

Events where a car might be used would include:

- Out of District functions;
- Other authority civic functions;
- Functions more than a certain number of miles/time from the chairman's home;
- Functions where it is known that the organiser can provide no parking;
- Functions where there is an expectation that the Chairman will have official transport.

Using Your Own Car/Parking Permit

It is expected that if you use your own car, the cost is met from your allowance. If you are a non-driver you should discuss this with officers at the very start of the year. From previous experience you can expect this element to be quite significant bearing in mind the limited nature of the Civic Car Budget.

You will be provided with a Parking Permit issued the North Essex Parking for you to use while attending events in the capacity as Chairman/Vice Chairman.

The permit is not transferable and is valid for your term in office.

The permit provides for free parking in Pay & Display Car Parks and in on-street designated parking bays (e.g. free bays pay & display bays) across the parking partnership councils, which include Harlow, Uttlesford, Tendring, Colchester and Braintree.

The permit **does not** enable you to:

park on double yellow lines or
park on single lines other than during permitted hours/ times/ days or
park in any other restricted area e.g. bus stops or disabled bays or
park otherwise than permitted within a car park (parking within the marked bays)

Please be aware that you must display the Parking Permit clearly on the front windscreen of you car.

Any queries regarding the issue of this Parking Permit should be made to Kim Durrani, Assistant Director of Neighbourhoods ex.4055.

Guidance notes for use of the Civic Crest on Vehicles

If an engagement is more than 3 miles from home and/or the route requires driving at 40mph or more, do not attach the sign to the car straightaway. Wait until nearing the engagement, find a safe location to stop the car and attach the sign.

The sign should only be displayed on the car when you are travelling below 40mph and must never be displayed on the car whilst driving on the motorway.

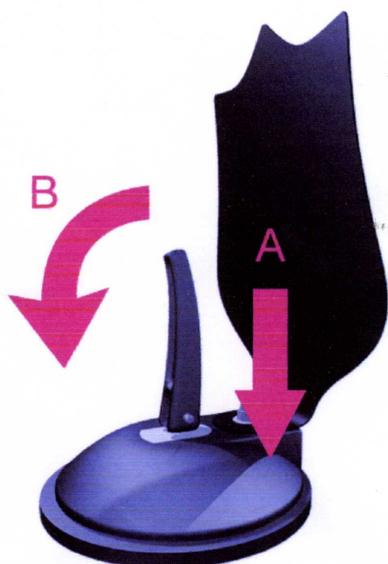
Use your judgement whether it is appropriate to leave the sign attached to the car while parked at an engagement – this will obviously depend on the nature of the engagement and the security of the parking location.

If the sign is attached to the car for more than one hour (including travel to an engagement and any time the sign is attached to the car while parked) and you are travelling to another local engagement, you must check that the sign is properly affixed before driving; continue to check it every two hours if necessary.

If you encounter any problems with the sign, report them as soon as possible to the Chairman's Officer or, in her absence, to Public Relations. If you encounter a problem with the sign not attaching/staying attached to the car, do not use the sign and report the problem immediately.

This guidance is issued for the safety of all road users; the council cannot be held responsible for any damage caused to an individual or individual's car if the above guidelines are not followed.

Vehicle Suction Sign Attachment Instructions



To attach the vehicle sign to the surface, ensure the area is clean, dry and free from oil or grease. Press the suction pad with its seal in the flat relaxed position 'A' firmly onto the surface. Press the lever on the back of the crest from the upright position 'B' down until it is horizontal with the base.

To release the vehicle sign, release the lever. The seal will return to its original position and the Vehicle Sign can be lifted from the surface. If the seal 'sticks' to the surface (which can occasionally happen with brand new seals), lift the side of the seal with your finger or thumb to let some air under the seal.

Civic Budget 2016/17

Overview of Usable Budgets

There are a number of different budgets from which the expenses of the civic year are paid. A brief overview follows and a more detailed explanation can be given later, together with regular reports on expenditure at your weekly meetings.

It is the responsibility of the Chairman's Officer to monitor these budgets. However Ian Willett is the responsible budget spending control officer.

Code	Exp Item	Budget 2016/17
DR140 2310	Vehicle Hire (Chairman's Car)	£2000
DR140 3630 CC01	Chairman's Allowance	£7760
DR140 3630 CC02	Vice Chairman's Allowance	£3040
DR140 3840	Civic Hospitality (Council meetings)	£2620
DR140 3850	Other Expenses	£2270
DR140 3850 CC03	Chairman's Awards	£14000
DR140 5420	Print Operations	£970

Who pays for what?

The expectation is that the Chairman is required to fund a number of things from their allowance and the breakdown between the allowance and the Council Civic Ceremonial budget is shown below:

Paid from the Chairman's Allowance	Paid from Civic Ceremonial Budgets
Mileage and car parking costs	Civic awards reception and some related costs
Church service collections	Other civic events costs (E.G. Carol concert, Civic Faith Concert)
Raffle tickets at events	Catering following Council meetings but not alcoholic drinks
Correct dress for civic events (e.g. this may include the need for new clothing for not only the Chairman but for their lady/consort)	Business cards
Supply of wine following Council meetings	Headed paper
Drinks for players at Charity Events (e.g. Buying Golfers a drink following their round)	Civic Cars (up to the limit of the available budgets)
Personal bouquets of flowers	Remembrance Sunday costs, including wreaths
Private catering/ working lunches	Official lunch meetings
Tickets for other authority Chairman's Charity Events	Special visits (e.g. High Sheriff)
Raffle Prizes for Charitable Fundraising	Members Long Service Awards
Charity Events Costs	Photography for Civic Events, Official Photographs
	Long Service Awards for Councillors

If you are in any doubt as to whether you are expected to pay for something from your allowance ask!!!

Chairman's Allowances

The current levels of Chairman's Allowance are shown in the Budget Section. They are paid normally quarterly in arrears. If you wish to change this arrangement (for instance some Chairmen have asked for this to be in advance) speak to the Chairman's Officer as soon as possible in order that the Director of Resources can be consulted. The Allowance is taxable, on which further advice is available. The allowance is the sole responsibility of the Chairman once received from the Council.

Main Events of Civic Year

Traditionally, the Chairman of Council hosts a number of Civic events during the course of the year. As Chairman you have a degree of discretion in following traditional events and formats or introducing alternatives. Remember – staff and financial resources are finite and you may have to give up or reduce the scale of one event in order to accommodate or expand another.

Timing and early booking can have a bearing on your choice of events. Accommodation availability and civic constraints such as the Election Purdah may need to be taken into account when forming your plans.

Events of the Civic Year are for you to determine. Some events have been going for many years. That is not to say that you can't change them.

Planning

The 5p's apply to our events "Proper Planning Prevents Poor Performance."

Some events have a long lead-in timescale. For instance the location for the Civic Awards Ceremony traditionally held in March/April each year has to be booked almost as your first act as Chairman. Officers are experienced in dealing with these types of events and can guide you about timescales, but it is a matter of personal choice tempered with financial constraint.

Charity Fund raising

It is the tradition of each Chairman to select a charity or charities during his/her year of office. The level of time and resources the Chairman is able to devote to their charities will vary from year to year according to personal circumstances and priorities. The charity is a voluntary commitment with each Chairman seeking help from within the community. It is your responsibility to lead in any fund raising initiative on behalf of your charities. Staff input limited by Audit rules and regulations – see below.

Choosing a Charity to Support

It is normal for the Chairman to have nominated a charity or charities to support early in the municipal year, thus maximising the amount of time to raise money.

Choosing a charity is a matter for the Chairman. Previous Chairmen have supported both local and national bodies. Local bodies may approach you before your formal election to office. You may already have a charity that you support which would benefit from an increased profile for instance. Past Chairmen have arranged meetings with Charities to understand what money would be used for and to seek assistance at charity fund raising events.

It is important that you reach an understanding with your charity that in return for supporting them, raising their profile and money for them during your year, you will expect support in terms of the charitable events throughout the year. If your charity is a local one, do they have sufficient supporters to help at functions, promote their charity at events as necessary. If it is a national charity, do they have a named local organiser and infrastructure?

Officer Support

On advice from audit officers, official officer support must be kept to a minimal level, although in practice many officers from Democratic Services, Public Relations and a variety of other service areas provide additional voluntary support either in their own time or in conjunction with other Council activities.

Increases in charity fundraising have led to greater professional involvement on the part of the Civic Officer. The issues of officer support for the statutory roles of the Chairman and her/his discretionary charitable activity have become blurred. At the basic level, more activities create greater pressure on the Chairman's Diary. Raising the profile of the charity requires the production of press releases and responses to media enquiries. Chairmen have arranged special fundraising events at which officer from Democratic Services and Public Relations assist in a 'semi-professional' capacity.

Charity Accounts

Charity Accounts are outside the responsibility of the Council. The Chairman's Officer and other officers in Public Relations handle all paying in of money raised, keeping records and generally administering charitable accounts. Separate outside accounts are set up each year to allow money to be paid in and out. It is normal that the Chairman and Vice Chairman are co-signatories to the account. Officers will not fulfil this role, but will bank money from events using best practice advice from Audit Section.

Event Management

Over the years the commitment to charitable fundraising has grown. From a base line of some £2,000 - £5,000 per annum up to the mid 1990s, fundraising has grown to a five-figure sum each year. The development of significant charitable demands upon the Civic and Ceremonial Service are over and above the statutory requirements of the Chairman's position and the job descriptions of staff, resulting in additional demands on staff time and resources. This should be borne in mind by the Chairman when suggesting ideas for fund raising.

Charity Events have the dual purpose of involving people from the community in an enjoyable activity and raising money for the Charity. It is obvious that, if a large amount of money for the benefit of local charities is the prime objective, then it is necessary to consider which activities will realise the most for the least amount of time and effort. Each Chairman will have their own ideas and priorities.

Chairman's Charity - A Cautionary Note

The role of the Chairman is a civic and not a fund-raising one and any charitable work should be regarded as an incidental and not a major function of the Chairmanship. A Chairman may choose to nominate a charity (or sometimes two) to receive civic support during the year but it must be remembered that the Civic Services staff should not be asked to assist with the organisation of any charitable events. However, the Chairman's Officer should be informed of fund-raising events organised by the Chairman's charity.

The Chairman would be well advised to form a small working group with the charity to organise various fund-raising events using his/her name.

Guidance Section

Civic Regalia – Safe Custody Guidelines

The Council has agreed the following guidelines for the safekeeping of the Civic Regalia. You should read these carefully and adhere to them. If you have any doubts, please contact one of the Support Officers.

Responsibilities:

1. The Council will:
 - (i) Maintain insurance cover for all civic regalia under the Corporate 'All Risks' Insurance Policy;
 - (ii) Be responsible for the maintenance of the regalia including any damage or wear and tear, etc as set out in the exclusions section 2 to the Corporate all risks policy.
2. The Chairman and Vice Chairman will:
 - (i) Ensure the specific conditions of the Council Insurance are followed as outlined in the guidance below; and
 - (ii) As far as is practical follow the other guidelines as to the safe custody of the regalia.
3. Specific Conditions of the Insurance:
 - (i) The regalia **must not** be left in an unattended vehicle **unless** all the doors, windows and other means of access have been secured and locked and all keys of the vehicle removed to a place of safety **and** the regalia is placed in the boot of the vehicle or is otherwise out of sight.
4. Other practical measures:
 - (i) The regalia, unless being worn, should be kept in the case provided by the Council. The jewellery roll should only be used when storing the regalia in a home safe or on the way to or from a function.
 - (ii) If the regalia is not required over a period of two weeks, it should be returned to Public Relations for safekeeping.
 - (iii) During any holiday periods or when it is likely that the member will be away from home, the regalia should be returned to Public Relations for safekeeping.
 - (iv) The Chairman/Vice Chairman should normally only wear the regalia on arrival at a function. In any event the regalia should be kept covered in public areas. They should seek advice from Public Relations if this arrangement is not convenient.

- (v) The regalia should not be left unattended in its case or roll.
- (vi) Members should not attempt to clean the regalia other than with a soft cloth. Any damage or wear and tear should be reported to Public Relations as soon as possible.
- (vii) Regalia should not be loaned or placed in the custody of any other person other than the Chairman's Officer/Public Relations.
- (viii) The Chairman and Vice Chairman should inform Public Relations immediately if their Chains of Office are lost, mislaid, stolen or otherwise missing in order that the Council's insurers can be informed.

Article 5 – Chairing the Council

ARTICLE 5 - CHAIRING THE COUNCIL

Introduction

1. This article sets out the role, responsibilities and duties of the Chairman of the Council. The role, responsibilities and duties fall to the Vice-Chairman in the absence of the Chairman.

Election of Chairman of the Council

2. The convention of the Council is to elect the Vice-Chairman to the office of Chairman of Epping Forest District Council in the year following immediately their term as Vice-Chairman. However, the individual elected to the office of Chairman of the Council shall always be elected on merit by the Council at its Annual meeting.

Appointment of Vice-Chairman of Council

3. The appointment of the Vice-Chairman of the Council shall be undertaken by the Council on the basis of merit in accordance with the following provisions:
 - (a) nominees for the office of Vice-Chairman of the Council are required to submit a nomination form supported and signed by no fewer than 15 serving Councillors on the date when the Appointments Panel holds its first meeting in any municipal year;
 - (b) nominees for Vice Chairman of the Council may be a Councillor from any political group on the Council or any independent or unaffiliated Councillor;
 - (c) the nomination of candidates for the position of Vice-Chairman and the expression of support for any nomination may be notified to the co-ordinating member by electronic mail;
 - (d) all nominations shall be considered by the Appointments Panel for onward recommendation to the Annual Council meeting;
 - (f) If for any reason, a Vice-Chairman is unable to be elected as Chairman of the Council following their year as Vice Chairman, the procedure outlined in (a) to (c) above shall also apply to the election of a new Chairman. If it is not possible to submit a supported and signed nomination form by the date on which the Appointments Panel holds its first meeting in any municipal year, nominees for the office of Chairman of the Council are required to submit to the Proper Officer, a nomination form supported and signed by no fewer than 15 serving Councillors, by the date of the Annual Council meeting; and
 - (g) the Council may suspend the operation of the appointment process set out above at an Annual Council meeting by motion.

Chairing the Council Meeting

4. The Chairman shall undertake the following duties:
 - (a) to determine that meetings of the Council are properly constituted and that a quorum of members is present;
 - (b) to be informed as to the business and objects of meetings;
 - (c) to preserve order in the conduct of those present;
 - (d) to confine discussion within the limits required by the business to be determined and within a reasonable period of time;
 - (e) to rule on:
 - (i) the admission of any business raised as urgent business in accordance with Section 100B(4) of the Local Government Act 1972; and
 - (ii) the admissibility of motions and amendments put in debate by the Members' of the Council;
 - (f) to formulate summaries of those issues arising in debate for the consideration of the meeting;
 - (g) to adjudicate on points of order and personal explanation raised at meetings and other incidental issues;
 - (h) to determine the proper and most appropriate method of voting on any question before the Council;
 - (i) to put relevant questions to the meeting, secure orderly votes thereon and declare the result;
 - (j) to inform the Council whether he or she will vote on any matter to be determined;
 - (k) to give, if appropriate, a second vote or a casting vote in order to deal with an equality of votes in the circumstances set out in this Article;
 - (l) to adjourn any meeting of the Council should the circumstances justify or require it, having first of all taken such steps to establish that Members' of the Council support such action;
 - (m) to read out any motion to exclude the press and public from meetings and to seek the consent of the Council; and
 - (n) to sign the Minutes of Council meetings as a correct record, following approval by the Council.

5. In carrying out these duties, the Chairman shall at all times act in accordance with legal requirements as advised by the Chief Executive and/or the Monitoring Officer, shall take care to ensure that the rights of individual members shall at all times be protected and, in the conduct of meetings shall disregard considerations arising from political affiliation and shall always have regard to the civic dignity of the Council and the office of Chairman.

Casting Vote

6. If there are equal numbers of votes for and against, the Chairman will have a second or casting vote. There will be no restriction on how the Chairman chooses to exercise a second or casting vote.

Civic/Ceremonial Role

7. In the carrying out of civic duties on behalf of the Council, the Chairman shall at all times behave in a way consistent with the dignity of the office of Chairman and the policies of the Council.

The Chairman of Council as first citizen in the district and the representative of the Queen will take precedence in the absence of firstly the Lord Lieutenant of Essex and secondly the Chairman of Essex County Council. If the Chairman is invited to a function organised by or within the District he/she is always the Guest of Honour.

8. When the Chairman of Council is invited to carry out duties at an official Council function the following people should be invited to attend:

- (i) the Chairman of the Committee or member of the Executive responsible for the function and if unavailable, the Vice-Chairman of the Committee shall deputise;
- (ii) the Leader of the Council or a member of the Executive nominated by him;
- (iii) members of the Council for the ward in question;
- (iv) the Director responsible for the function;
- (v) Parish Chairman or Town Mayor;
- (vi) other members and officers agreed by the Chairman of Council, and
- (vii) the Public Relations Manager or nominated officer will attend appropriate functions when the press are invited.

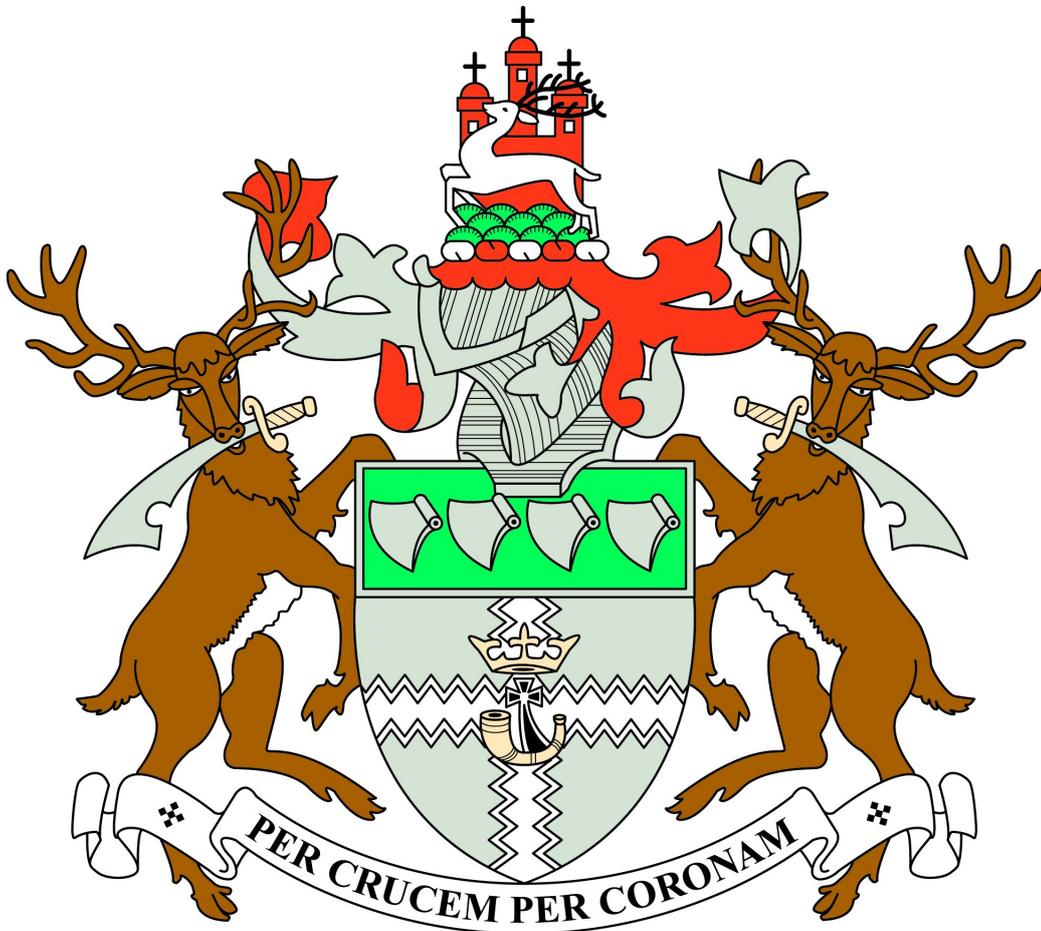
Absence of Chairman and Vice-Chairman at functions

9. There may be occasions when the Chairman of the Council and Vice-Chairman of the Council cannot attend functions. In these circumstances, the Chairman of the Council shall nominate a past Chairman of the Council or other member to act on his/her behalf at any such event.



Epping Forest District Council

CHAIRMAN'S ENGAGEMENTS



Guidelines

The Chairman and escort would find it helpful if you could supply some information about your function by completing and returning the attached form. The Chairman would also find it useful to have some background notes on your organisation, especially if you wish the Chairman to make a speech. The sort of information which is useful is: when your organisation was started; its aims and activities; membership; notable successes and achievements, etc., and anything else which is special about the organisation or which you think would interest the Chairman.

It is hoped that the following notes on receiving the Chairman will be helpful. These notes are only fairly general as there are so many types of function, but do not hesitate to telephone the Chairman's Officer if you wish to discuss your function, ask questions or seek advice. **(Telephone: 01992 564427)**

Precedence

The Chairman is First Citizen of the District and has precedence in all places in the District (except in very exceptional circumstances, such as when royalty is present). Therefore, the place to be reserved for the Chairman should be in the Chair on the immediate right of the person presiding. The Chairman's escort should be seated on the immediate right of the Chairman or the left of the person presiding.

Timing

If your function is a dance: then half to three quarters of an hour after the start would probably be appropriate for the Chairman's arrival. If a dinner is involved: then five minutes before the dinner would be right in order to avoid any unnecessary waiting on the part of the Chairman and lady/escort and enabling them to go directly with the host to the reserved places. With a sports meeting, for example, if the event is likely to be lengthy, it is suggested that you invite the Chairman to arrive in time for the finals and prize presentations. It frequently occurs that there are several events on one date and, with fetes for instance, the Chairman might try to look in at two or three - so, in addition to giving time of starting and finishing, please also give the time of anything special happening during the event when you would particularly like the Chairman to be present.

Arrival

The Chairman and escort **must** be met immediately upon arrival by some responsible person, escorted to their places, and appropriate introductions be made. Somebody in your organisation should take care to look after the Chairman and lady/escort throughout their stay.

Toast Lists, Agenda, etc.

If the function is a dinner, or meeting, a copy of the toast list or agenda showing the order of proceedings should be supplied as soon as the details are settled and in any case at least ten days before the function.

If you wish the Chairman to propose or respond to any toast or speak on any subject at the function, please do not leave it until the evening to ask. The person making arrangements should send, about a fortnight before the function, the name of the toast or the subject on which the Chairman is required to speak together with appropriate details, points you specially wish the Chairman to refer to, and the names of any people to whom reference should be made.

All the above notes also apply to the Vice-Chairman or Past Chairman of the Council when attending on behalf of the Chairman and should be accorded the same precedence and courtesies.

Address Correspondence should be sent to:

Chairman's Officer, Epping Forest District Council, Civic Offices High Street, Epping Essex, CM16 4BZ

Chairman of Epping Forest District Council – Invitation to an Event:

Please read in conjunction with explanatory notes. Return Form to: Chairman's Officer, Public Relations, Epping Forest District Council, Civic Offices, High Street, Epping, CM16 4BZ Tel: 01992 564427 Fax: 01992 564488 Email: pseager@eppingforestdc.gov.uk

PLEASE COMPLETE IN BLOCK CAPITALS

Title of Function:			
Date of Function:		Time:	From: To:
Time Chairman should arrive			
Name of Organising Body:			
Organiser:	Name: Address:		Postcode:
	Phone:		Mobile:
	Email address:		
Function Location:	Address:		Postcode:
	Parking Available for Chairman:		Yes/No*
Contact at Function:	Name:		
	Phone:		Mobile:
Duties to be undertaken by the Chairman:			
Is Speech required, if so please give details:	Yes/No*		
Notable Guests/Persons to be introduced to the Chairman:			
Is the Chairman's Lady/Escort included in the invitation?			Yes/No*
Should the Chairman wear?	Chain of Office/ Badge of Office*		
Other Information you wish to add:			
Signed for Organising Body:		Date:	

* Delete as appropriate

Office Use only:

Accept?	Yes/No	V/C Yes/No	Ack sent:
Car required	Yes/No	Car Ordered:	
Thanks sent:	Yes/No	Date:	

Background Briefing Information

Some History of the District

The Epping Forest District covers a part of England where history runs deep, a part of England that is crowded with reminders of that history of prehistoric encampments; of Iceni and Trinobante warriors; of Roman battles, Saxon saints and Norman builders; of Tudor huntsmen; of infamous highwaymen; of labourers who fought for their rights in the forest. Through hundreds of years the forest lands then known as Waltham were owned and ruled by the monarch and administered by the monks of the great abbey built on the banks of the Lea.

Thus, Waltham Abbey throughout the earlier years exerted enormous influence over the whole forest area and the later decline of the abbey coincided with the shrinking of the forest. Although a settlement existed in the very earliest times in the Lea Valley it was Earl Tovi, standard bearer to King Canute, who founded the town. He formed a community here and built a church to serve it a church that was said to have housed a fragment of the True Cross of Christ, a sacred relic that drew pilgrims from far and wide. After Tovi's death, the Waltham property went to the crown and Edward the Confessor bestowed it on Harold who built a minster church served by a dean and eleven canons and supported by tithes from manors throughout Essex and East Anglia. Legend has it that following the death of King Harold at the Battle of Hastings, his body was brought here and buried in the choir of his beloved church a part of the building now gone but the spot where his body supposedly lays is clearly marked.

The Normans gave the manors supporting Waltham to followers of William and the church itself went to the see of Durham. But in 1177 this was changed when the secular canons were dissolved and Henry II re-vested the tithes of the manors in the Abbey and re-established it as a house of Augustinian canons a house that officially became an abbey seven years later. The church was divided into two the nave being used by local parishioners as their parish church, the east end and transepts belonging to the abbot and monks. Extensive new buildings were erected at the eastern end in a contrasting style to the great Norman nave and for many decades the Abbey exerted a powerful influence, had many noble associations and was often visited by monarchs who came to hunt in the Royal Forest. One of the most distinguished guests was Cranmer, Archbishop of Canterbury who here originated one of the main movements that led to the Reformation.

Throughout the Middle Ages Waltham Abbey continued in favour and both it and the settlement clustered around it were places of importance. Rights to hold a market and fairs were granted during the reign of Richard I and the fairs became great trading events with the September fair the annual time for hiring servants. Monarchs were frequent visitors to both town and abbey and their visits became more numerous. The Dissolution, however, saw the first major changes in forest life, for the Abbey lands passed to Sir Anthony Denny and the monastic buildings were pulled down leaving only the original Norman nave. Denny later built Abbey House on the north side of the churchyard and this was a feature of the town until it too was demolished in the 18th Century. The constant passing of monarchs to and from hunting forays in the forest ceased at the time of the Commonwealth and great inroads were made into the forest itself, trees being felled in great numbers to provide timber for ships.

Although Waltham Abbey may have been in these earlier years the most important place in this corner of Essex, other places too were growing. At the northern end of the forest, on a high windy ridge was the village of Eppingheth, later called Epping Street. Here Elizabeth I granted the institution of a market previously held at Epping Upland and this became a meeting place for the villagers from settlements for miles around.

Epping, however, traces its story back to even earlier times long before the Romans, several of whose villas have been excavated near the town. Legend has it that in AD 61 Queen Boudicca made a gallant last stand against the Romans at Ambresbury Banks, an ancient British camp. The Saxons first settled the area and gave the place its name or rather, variations of names that included, at different times, Ippying, Ipping, Eppingheth and Eppingthorpe. The parish was then divided into eight manors and the church was at Epping Upland, and it was here, in Henry III's reign, that the market first functioned.

Throughout its history Epping has been important as a market and fair town and as a place of importance on one of the main routes from London into East Anglia.

As a main road town Epping had many coaching inns 16 at one time saw many travellers (Samuel Pepys in 1660; Charles II in 1684 and Queen Anne in 1705 and 1707) - and was also a haunt for highwaymen. Dick Turpin supposedly operated here (he is said to have shot a forest keeper in 1737) but was unflatteringly described as a male of only average height and much marked by smallpox. The last recorded highway robbery took place in 1837 when a local solicitor was robbed by three men. The coming of the Great Eastern Railway in 1865 virtually put an end to both main road prosperity and thoughts of highway robbery and the road itself was toll-free in 1870. Epping gradually grew as a favoured town of residence for those who worked in London.

Waltham Abbey was close to a station on the Great Eastern Railway main line to Cambridge (Waltham Cross station, opened in 1840) and the building of branches of the GER saw the development of Epping, Chigwell, Loughton and Buckhurst Hill, places that not only grew up as residential areas but eventually formed one administrative area. Yet here too, history traces a long story, for the Iron Age people had a hill-top camp at Loughton. The Romans chose the fertile Roding Valley in which to settle and build their Suffolk Way, the main road from London through Chigwell to Dunmow. Near Woolston Hall at Chigwell a large Romano-British cemetery still remains to be excavated.

Loughton first appeared, as 'Lukintone' in a charter of 1062 and was 'Lochetuna' in the Domesday Book in which Chigwell also found mention as 'Cinghvella'. In 1135 reference was made to 'La Bocherste' (Buckhurst Hill), an area referred to in much later years as Bucket Hill, meaning a hill covered with beech trees. The three communities remained as small forest clearings through the centuries, but with only Chigwell and Loughton having churches, the former certainly being in existence as far back as the 12th Century. In the great days of the forest as a Royal hunting ground, visits from monarchs were frequent. Henry VIII often stayed at a hunting lodge known as Poteles at Buckhurst Hill and Kings Avenue today perpetuates the memory of his visits with Anne Boleyn. James I was entertained at Loughton Hall in 1605.

As well as monarchs, this part of the forest perhaps because of its proximity to London drew numerous literary and military figures during the 17th to 19th Centuries. Tennyson, John Clare and Edward Thomas are associated with High Beach; Sotheby rented a house called Fairmead Lodge. Loughton was quite an artistic and literary area in the late 19th Century and early 20th Century. Amongst those who have lived there were writers Arthur Morrison and W.W. Jacobs, lexicographer Robert Hunter and sculptor Sir Jacob Epstein; Kipling was also a visitor. Admiral George Cockburn who ferried Napoleon into exile on St Helena, lived at High Beach where, ironically, that emperor's nephew, Prince Louis Lucien Bonaparte also lived in a house less than three hundred yards distant! Another famous admiral, Sir Elias Harvey, who fought alongside Nelson on the Temeraire at Trafalgar, had his home at Chigwell. The town's famous grammar school also had celebrated pupils and visitor's William Penn, the Quaker, was a scholar here and James Smith, the poet, wrote about the District when revisiting Chigwell in later years. The famous cartoonist F. Carruthers Gould lived at Buckhurst Hill.

Although this part of the District has seen great changes since 1920, there are plenty of reminders of the past. Victorian taverns such as the Robin Hood, The Royal Standard and The Plume of Feathers remain in Loughton, along with numerous weatherboarded cottages. Chigwell has a number of fine Georgian houses and Loughton the 17th Century North Farm and Alderton Hall. Buckhurst Hill development dates from the coming of the railway in 1856 and returns some superb stucco and brick Victorian villas. The King's Head at Chigwell stands to remind us of what a great Tudor coaching inn looked like.

Chipping Ongar dates back to Saxon and Norman times and in its church are to be found Roman bricks, reminders that the Roman road from London to Dunmow passed nearby.

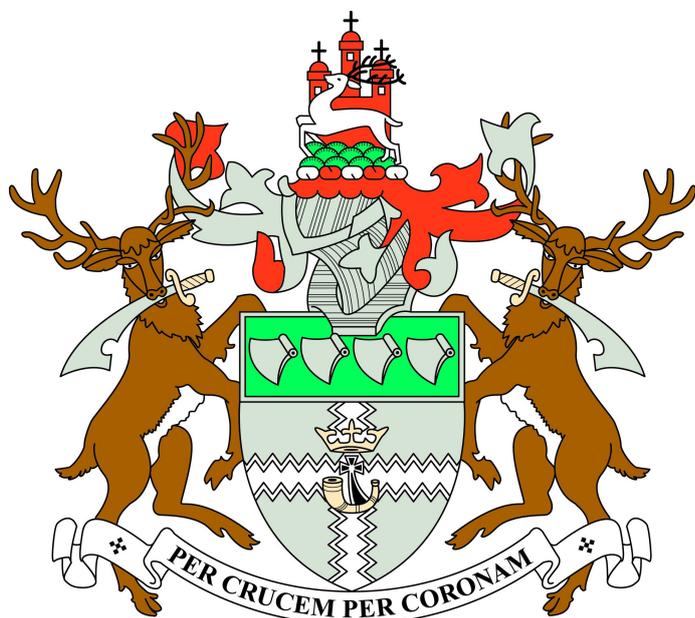
William the Conqueror granted the manor here to Count Eustace of Boulogne with other extensive lands of which Ongar became the governing centre under a feudal lord. He built a fortified house here on a site that had been used by the Saxons for defensive purposes. In 1162 Richard de Lucy, Chief Justice of England, built a 'great' castle here and 14 years later after the barons' rebellion, Henry II seized and held it to prevent a repetition of this uprising. The castle was eventually demolished in the 16th Century and the mansion built on the site suffered a similar fate in 1744. Little is known of the castle's story but it is recorded that Edward II stayed there for some days in 1321.

The town itself takes its prefix from the Saxon words 'cheape' or 'cheppyng' meaning a market, and this suggests it was quite important from earliest times. It became the 'capit' of the Hundred to which it gave its name and served a wide area as a market town through many hundreds of years. Today it still retains the air of an ancient town.

In later years Chipping Ongar became one of the parishes of Epping and Ongar Rural District and the Urban areas to the west were formed into four Urban Districts Epping, Loughton, Buckhurst Hill and Waltham Holy Cross. Chigwell, Loughton and Buckhurst Hill were merged in 1933 and since 1974 all boundaries have gone and the area is sited in the present Epping Forest District.

In the more rural areas there are numerous other sites linked to history, Abbess Roding with its 14th century church which provides a focal point to the community with a number of listed buildings dating from the 16th century. Abridge has provided an important crossing point for many centuries for the London to Ongar coaching route. The historic core of the village is evident on the Chapman and Andre Map of 1777. Roydon to the northwest of the District dates from around the 12th century and hosted the Marriage of Thomas More to Anne Colte.

Council Crest



The Coat of Arms for **Epping Forest District Council** was researched and designed by Mr A Ellis Tomlinson in collaboration with Sir William Addison. The Arms were granted by the College of Heralds in 1974.

This was at the same time as the Council itself was formed. It takes representative items from the four authorities that merged to form Epping Forest District Council - **Chigwell Urban Council, Epping Urban Council, Epping and Ongar Rural Council, and Waltham Holy Cross Urban Council.**

Composition

The design comprises a complete Achievement of Arms: shield crest with helm and mantling, supporters, badge and motto. The symbolism is related to the name of the District and its historical associations, with reference to the individual constituent areas. It is executed in a current College of Arms style.

A wooden carving of the armorial bearings was made in 1977 and is on display in the Council Chamber at the Civic offices in Epping.

Blazon

The arms may be blazoned or technically described as:

Arms: Argent a cross engrailed sable, over all a bugle horn ensigned with an ancient crown of fleurs-de-lys or on a chief vert four axe-heads bentwise argent.

Crest: On a wreath argent and gules, upon a mount vert, in front of a castle of three towers, each domed and ensigned with a crossley all gules, a stag courant proper.



Supporters: On either side a stag guardant proper, holding in the mouth a seax argent, the hilt and pommel inwards.

Badge: A stags head caboshed proper, holding in the mouth a seax argent, the hilt and pommel to the dexter.

Interpretation

The shield represents the historic institutions which may be said to have been the precursors of the area's local government. The black cross on white is that of Waltham Abbey, which held most of the area in medieval times, was the mother church of the Forest parishes and exercised many of the functions of a local authority.

The cross is seen in the arms of Waltham Holy Cross U.D.C. The rest of the shield indicates the jurisdiction of the Forest. Overlying the cross is the hunting horn which was the symbol of office of the Master Keepers, an office commonly held in later centuries by the lords of the Forest manors. The horn is seen in the Chigwell U.D.C. arms, may be taken as a felicitous reference to Sir Robert Hunter, who, as a solicitor to the Commons Preservation Society, gave valuable advice to the Corporation of London, in the action which brought the Forest under the Corporations control, to be maintained in perpetuity as an open space for the benefit of the public.

The ancient crown denotes that this was a Royal Forest, subject to the Forest laws. The axe-heads represent the authority of the four Verderers, who were originally judicial officers appointed by the Crown to administer the Forest laws and are now elected by the commoners. The axes also represent the lopping rights enjoyed by the villagers of Loughton which figured in the famous Willingale case.

Above the shield is the closed helm proper to civic arms with its twisted crest-wreath and decorative cloak or mantling. The colours are red and white, the principal colours of the arms of Essex and also the livery colours of London. The crest itself refers particularly to the Epping and Ongar areas. The grassy base signifies the 'aungre' or grazing ground which gives Ongar its name and also commemorates the historic struggle of the commoners to preserve their grazing rights. Upon this stands a stylised castle with domed towers, each topped with a crosslet. This represents the castle built by Richard de Lucy, chief justiciar to Henry II, who obtained for the town rights for a market and fair. His castle is coloured red, like his shield, and its domes bear three crosslets therefrom, which also appear in the arms of Waltham Abbey. In front of the castle is the leaping stag of Epping U.D.C.

The supporters are derived from the crest of Waltham Holy Cross. They are royal stags and fallow bucks because this was a Royal Forest. They hold in their mouths seaxes, or Saxon swords, from the Countys arms. The simple badge is one of the stag's heads with a seax in the mouth, again illustrating the Councils name.

The motto **Per Crucem Per Coronam** (Through the Cross Through the Crown) - summarises succinctly the history of the region. The cross brought the Abbey, the last to be dissolved under Henry VIII; the Abbey was the centre of social life throughout the days of the Royal Forest; if there had been no Royal Forest the special rights of the Commoners would not have survived into the 19th Century, and it was on the unique nature of these rights that the issue turned by which Epping Forest was won for the people.

Ceremonial Officers in Essex

Lord Lieutenant of the County

The office of Lord Lieutenant dates back to the sixteenth Century and has its origins in the military when the holder became responsible for local military defence and the maintenance of order. By the eighteenth century, the militia was reorganised under control of the Lord Lieutenants but direct control of the militia was lost by virtue of the Regulation of the Forces Act 1871.

The office of Lord Lieutenant has, throughout its history, been associated with the work of the Magistracy and the Lord Lieutenant appointed the Clerk of the Peace until the nineteenth century.

The Local Government Act 1972 required Her Majesty to appoint a Lord Lieutenant for each county in England and Wales and for Greater London. Lord Lieutenants are appointed by the Crown on the recommendation of the Prime Minister and retire at the age of 75.

The Lord Lieutenant, subject to the non-disapproval of the Queen, may appoint Deputy Lieutenants. A person may only be appointed, however, if he or she is shown to have rendered worthy service in connection with the armed forces or such service as makes a person suitable for appointment. Deputy Lieutenants are required to have a place of residence in the county or within seven miles of the county boundaries.

The Office of the Lord Lieutenant

The fundamental principle concerning the Office of Lord Lieutenant is that he or she is Her Majesty's representative in a county and consequently it is his/her first and foremost duty to uphold the dignity of the Crown.

The Lord Lieutenant is expected to give encouragement to voluntary service and benevolent organisations and to the industrial and social life of the county. However, as her Majesty's representative, the Lord-Lieutenant will stand aloof from local politics.

Main Duties of a Lord Lieutenant

The main duties of the Lord-Lieutenant have generally been classified under five headings:-

1. Visits of members of the Royal Family to the county.
2. Civic and Social - including encouragement of voluntary organisations.
3. Royal Navy, Army and Royal Air Force - carry out a variety of duties connected with the armed forces of the Crown, such as the inspection of troops on parade, presenting colours, etc.

4. Presentation of medals and awards on behalf of Her Majesty. This includes the presentation of the Queen's Awards to Industry, which always takes place at the factory or other establishment concerned.
5. Keeper of the Rolls and leadership of the local magistracy. The Office of Keeper of the Rolls is usually held by the Lord Lieutenant and as such the Lord Lieutenant is the Chief Magistrate in the County. The Lord Lieutenant has a general duty to ensure that all Justices of the Peace observe the correct standard of conduct. Justices of the Peace are appointed by the Lord Chancellor on the recommendation of advisory committees, which are commonly chaired by the Lord Lieutenant.

The Expenses of the Office of Lord Lieutenant are usually borne by the Council by whom the Clerk to the Lord Lieutenant is employed.

The High Sheriff of Essex

It is believed that the Sheriff occupies the very earliest secular office in the Country, other than the Crown, and can be traced back to early Saxon times. The word "Sheriff" comes from the Anglo-Saxon word "Seri-Gerfa" or "Shire-Reeve" which in simple translation means Bailiff or Manager of the Shire. This term eventually was expressed as Shirreve and then, ultimately, Sheriff. In the tenth Century he was responsible for the collection of the King's revenue and for the maintenance of the King's peace. He also had certain judicial functions.

The power of the Sheriff increased up to the end of the thirteenth Century by which time the Sheriff had achieved a position of very great power and influence. At the beginning of the fourteenth Century steps were taken to reduce their field of influence by removing some of the Sheriff's responsibilities to new appointments.

It was at this time that the post of High Constable was created to have care of the army and that office was eventually transferred to the title known as Lord-Lieutenant.

For the first time, the Office was limited to one year only and it is interesting to note that the Crown at that time had difficulty in finding subjects who were willing to undertake the arduous and frequently expensive requirements of the Office. It is even more interesting that it became necessary to make refusal of the Office an Offence!

In the nineteenth Century the Office of the High Sheriff was restructured. The High Sheriff is still the Principal Executive Officer of the Crown within his Shrievalty. He is the officer charged with execution of most of the Judgements and Orders of the High Court.

It would be impractical in modern times to expect that a Sheriff appointed for one year only would acquire sufficient expertise to be able to undertake processes involved in the execution of High Court Judgements. He therefore is entitled to appoint an Under-Sheriff and sufficient Officers to carry out the Sheriff's duties.

In Essex the Under-Sheriff is a Partner in Messrs. Gepp & Sons, Solicitors of Chelmsford and the Gepp family have a well-known record of approximately 100 years of service as Under-Sheriff to the County High Sheriff through many generations.

During the course of the Sheriff's year of Office one of his/her duties is to ensure that there is a suitable candidate available to take Office at the conclusion of his/her own period of duty. The High Sheriff is therefore obliged to submit the name of one person fit and qualified to serve the Office of High Sheriff in the County and that is added to the names of those persons who were nominated in previous years.

At the Royal Courts of Justice in London, there is held the Ceremony of the Nomination of High Sheriff at which the Queen's Remembrancer reads out each County in turn followed by the names of the three persons nominated for the Shrievalty of that County.

It is the practice of the Queen at her Privy Council Meeting in March each year, to "prick" the first of the three names on the nomination roll for each County and the remaining two names are carried forward to head the list for the next year.

High Sheriff - Current Duties

The role of the modern High Sheriff was set out in the Sheriff's Act of 1887. He or she is appointed by the Queen and is charged with maintaining the Queen's peace and the loyalty of subjects to the Crown. Various duties are conferred by the Crown through Warrant from the Privy Council, including the wellbeing and protection of Her Majesty's High Court Judges when on Circuit in the County during the legal terms.

High Sheriffs undertake duties to improve and sustain the morale of personnel of voluntary and statutory bodies engaged in the maintenance and extension of law and order. The Office is independent and non-political and enables the holder to bring together a wide variety of individuals and office holders for the good of the community, particularly in the field of the reduction of crime and the development of community safety.

Notes for the Incoming Vice-Chairman

The Chairman's Officer is also available to support the Vice Chairman to provide assistance and guidance whenever necessary.

First of all it may be helpful to clarify the role of a Vice Chairman.

- ◆ All invitations to attend community events are of course addressed to the Chairman. If he/she is unable to accept for any reason, an invitation may be passed down to the Vice Chairman, who would normally only attend functions to deputise for the Chairman and not in his/her own right.
- ◆ The Chairman, as First Citizen of the District, is entitled to precedence on all occasions within the District boundaries and while deputising for the Chairman, the Vice Chairman should expect to be accorded the same precedence.
- ◆ It is probably unnecessary to state that the Vice Chairman may, in the absence of the Chairman, preside over meetings of the Council. In that position you have the same rights to run the meeting as the Chairman including any casting vote.
- ◆ The Vice Chairman's Chain of Office is for wearing when attending functions as the Chairman's representative.
- ◆ It is generally expected that the Vice Chairman attend all Civic Events during the year and support the Chairman's Charity fund raising events.

It may be helpful to the Vice Chairman to attend the weekly meetings between the Chairman and the Chairman's Officer, perhaps once a month, to ensure that the Vice Chairman can keep up to date with the planning process for events (and give them an insight for their own year) and diary events.

The Vice Chairman has a Personal Allowance to cover the expenses of the civic year. This is paid quarterly in arrears. The Allowance is taxable.