

REPORT TO: Halton Schools Forum

DATE: 22 March 2016

REPORTING OFFICER: Operational Director – Education, Inclusion & Provision

SUBJECT: Appointment of Vice Chair

1.0 PURPOSE OF THE REPORT

To advise Members of the need to appoint a new Vice Chair to Halton Schools Forum.

2.0 RECOMMENDATION: That

The Forum agrees to the appointment of a Vice Chair for a term of either two years or one suitable to coincide with the length of the term of office of the person taking the role, but not longer than two years.

3.0 SUPPORTING INFORMATION

Due to unforeseen circumstances the present Vice Chair has stepped down from the role with immediate effect, thus creating a vacancy.

Forum Members are therefore requested to identify a replacement, in line with good practice, so that a meeting can take place in the event of the absence of the Chair.

4.0 POLICY IMPLICATIONS

Only Schools Forum Members are permitted to take the positions of Chair and Vice Chair; officers are excluded as they are not members of the Forum and attend the meetings in an advisory capacity only.

5.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972

Document	Place of Inspection	Contact Officer
EFA - Schools Forum Operational and Good Practice Guide	7 th floor, Municipal Building, Widnes	Ann Jones