

Scheme of Delegation to Officers

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1. Guiding Principles

1.1. Introduction

This document sets out how the Council has delegated its executive and non executive powers to officers. Its purpose is to ensure that there are sufficient
 General Scheme of Delegation to Officers

properly authorised, officers to carry out the Council's business, lawfully and effectively and that everyone: officers, members and the public, knows who they are.

These delegations to officers are the last link in the chain of delegation which begins with the framework described in the Constitution. They must be read in conjunction with the Constitution itself, and in particular the arrangements for discharge of executive and non-executive functions set out in Part X, and those delegations to Committees, sub Committees and Strategic Directors.2.1.

This Scheme of Delegation sets out who can carry out the functions: they do not explain how they are to be carried out. The Council has adopted procedures which set out the rules for this. Officers must be familiar with:

- * Financial Procedure Rules (Part X of the Constitution)
- * Contract Standing Orders (Part X of the Constitution) and any Procurement guidelines issued by Assistant Director responsible for Procurement
- * the Key Decisions Protocol (and the Access to Information Rules in Part X of the Constitution)
- * Human Resources guidance and procedures

All powers within the Scheme of Delegation are to be exercised within approved budgets and all staffing and recruitment delegations take effect subject to approved HR guidelines.

1.2. Structure of the Scheme

Part 2 of the Scheme is the **General Delegations**. These are delegated powers which are common to all parts of the Council and relate to the Finance, Procurement, Human Resources and Property Management functions which support the main work of the Council. For consistency across the Council the General Delegations are delegated to officers at similar levels of authority in the Council's structure – Levels 1 to 4 – as defined in paragraph 2. *Where there are local variations within Directorates these should be recorded within Directorates and approved centrally, in accordance with the 'Change Procedure' in paragraph 1.6.*

Part 3 lists the 'Proper Officers' described in Part 3.6.4 of the Council's Constitution. These are posts which are created by legislation rather than resulting from a chosen structure. The proper officers are listed and cross referenced to officer posts in each directorate. 'Proper Officers' include the 'statutory chief officers' whose roles are set out in Article XX of the Constitution. Although they retain personal responsibility for how their powers are used, they may delegate some of their duties to other officers.

Part 4 sets out the functions delegated to each Directorate. The way functions are delegated are specific to each service. In most cases delegations are to particular posts or groups of posts, rather than levels of posts. It is important that only officers with the correct technical and professional expertise exercise these very specific powers.

1.3. Reserved Matters, deemed delegations and general authorities

The following sections apply to all parts of this Scheme of Officer Delegations, to any consequential delegations made under it and to any other schemes of delegation in force from time to time within the Council.

Matters reserved to the Council, the Executive, and their Committees:

Functions may be specifically reserved to the Council, or a Committee of the Council, or to the Executive of the Council, either under the Articles of the Constitution, or Part X of the Constitution (Responsibilities for Functions). Functions may also be reserved under the Scheme of Delegations. These reserved functions may not be carried out by any officer unless they have been specifically delegated to him/her by the person or body holding the reserved power. The only exception is the urgency provision set out in paragraph 1.4 below.

Deemed delegations to officers:

- * Any matter not specifically reserved in this way will be deemed to be within the delegated authority of the Chief Executive and the Strategic Directors for all purposes which fall within their directorate or budget area or such corporate areas of responsibility to which they may be nominated from time to time.
- * The Chief Executive may exercise any delegated function in the absence of a relevant Strategic Director or nominate another Strategic Director to do so in the Chief Executive's absence.
- * Head of Legal Services shall have authority to commence, defend or settle any legal proceedings as necessary to protect the interests of the Council, whether or not specifically delegated under this scheme.

Extent of Authority:

- * The Chief Executive is authorised to discharge any function or power falling within the Chief Executive's directorate. In addition the Chief Executive is authorised to discharge any function or power delegated to any officer in any other directorate in the absence of the relevant Strategic Director.
- * Proper officers and statutory chief officers are deemed to have all the powers necessary to carry out the functions delegated to them.
- * Any Strategic Director (or other Level 2 officer) may discharge any function or power falling within his or her directorate or budget area or such corporate areas of responsibility to which they may be nominated from time to time.
- * An Assistant Director or other Level 3 officer may discharge any function or power falling within his or her Division unless specifically restricted from so doing by this Scheme.
- * A Service Area Head or other Level 4 officer may discharge any function or power falling within his or her Service Area, subject to any specific restriction in this Scheme
- * A Section Head or Team Leader may discharge any function or power falling within his or her Section or Team, subject to any specific restriction.

1.4. Urgency provisions

The following provisions apply regardless of any specific reservations to Members:

- * The Chief Executive has power to act in cases of emergency or urgency to discharge all Council side functions. 'Emergency' or 'Urgency' have the ordinary dictionary meaning of the words and may imply considerations of health and safety, legal and financial risk.
- * In the absence of the Chief Executive the Strategic Director nominated to deputise will exercise emergency or urgency powers in the same way.
- * Legal Powers. The Head of Legal Services shall have authority to institute, defend, settle or participate in any legal proceedings in any case where such action is necessary to give effect to decisions of the Council or in any case where the Head of Legal Services considers that such action is necessary to protect the Council's interests.

1.5. Incidental and ancillary functions, successor legislation, meaning of 'officer'

Incidental functions: any reference to officers being authorised to carry out or perform any functions in the schemes shall be deemed to include the authority to carry out any other functions which are necessary or incidental to, or required to facilitate or be conducive to the performance of the function in question.

Successor legislation: any reference in the Schemes to any legislation or to any Council procedure or rule shall be deemed to include a reference to any successor legislation, procedure or rule as may be introduced or enacted by way of substitution, revision or amendment.

If the Council acquires a new function it may be necessary for a decision to be taken by the Council so that a decision can be taken on any new delegations to officers. However, in the absence of such a decision the Chief Executive or Strategic Director with responsibility for the relevant service area shall be deemed to have delegated responsibility to discharge the function for the Authority.

Meaning of officer: subject to any specific restriction in writing, a reference to any officer within this Scheme will include persons 'acting up' into a post, or 'interim' post holders. Such 'acting up' or 'interim' arrangements must be in writing.

Subject to any specific restriction in writing, a reference to any officer within the Schemes will include a person who is deputising (whether on a full, part time or on an absence basis) for that post. Such deputising arrangements should be made in accordance with this Scheme of Delegation and should be authorised in writing unless they arise to meet an emergency, in which case they should be ratified at the earliest opportunity thereafter.

Subject to any specific restriction in writing, a function or power which may be discharged by any officer under the Schemes may also be discharged by a person holding a post which is a successor post to that of the original post under the Scheme, following any reorganisation, restructure, or similar process. However, the Schemes should be amended to reflect the existence of the successor post as soon as practicable.

1.6. Maintenance, Review and Change to the Scheme of Delegations

The Chief Executive and each Strategic Director will establish and maintain a scheme of delegation for his/her directorate or budget area which specifies the function; names the post which may carry out that delegated decision, and the limits, if any, on the delegation. The limits on the delegation will include the obligation to consult, record and/or refer back to the Chief Executive or Strategic Director in certain circumstances.

The Head of Democratic Services will specify the format for the scheme of delegation and will maintain the current version of the Council's scheme of officer delegations. A copy will be available on the Council's website.

The Chief Executive will have authority to amend and issue guidance on Directorate Schemes of Delegation.

All Strategic Directors will have a duty to establish, review and keep the schemes of delegation up to date. They will review arrangements to ensure knowledge of and compliance with, their Scheme of Delegations, annually, or other prescribed statement of internal control.

The Chief Executive and the Head of Democratic Services are authorised to approve changes to the Scheme of delegation. Requests for changes will be made in writing to the Head of Democratic Services in a format specified by him/her. Requests for changes to the general financial delegations will be referred to the Assistant Director of Finance & Audit for approval. All changes must be approved in accordance with this process for any change to be effective.

Financial Delegations

These should be read in conjunction with the Council's Financial Procedure Rules which can be found at Part X of the Council's Constitution

2a: Financial Delegations

No.	Function	Level 1	Level 2	Level 3	Level 4
A 1	Ensuring compliance with Council Financial Procedure Rules	All	All		
	Budgets				
A 2	Preparation for member approval of the annual Directorate Budget	√	No delegation		
A 3	Monthly performance reports	All	All		
	Virements and expenditure				
	Virements up to £100,000	√	√	None	None
A4	Virements between £100,000 and £250,000	√ & s151 Officer	√ & s151 Officer	None	None
	Virements above £250,000 and below £500,000	Cabinet only	None	None	None
	Virements above £500,000	Council only n.b. proposed to delegate to Cabinet	None	None	None
A 5	Authorisation of Revenue payments once Council has approved the revenue budget	Over £500,000 with s151	Up to £500,000	Up to £250,000	Up to £50,000
A 6	Authorisation of Capital expenditure for individual schemes with Cabinet and Capital Strategy Board spending approval	Over £500,000 with s151	Up to £500,000	Up to £250,000	Up to £50,000
A 7	Revenue Funding / contributions to Capital Schemes when approved by Cabinet	Up to £100,000 with approval from s151 Officer	Up to £50,000 with approval from s151 officer	None	
A.8	Settling insurance claims	√	√	√	√
	Receivables				
A 9	Raising Invoices (External and Internal)- within 14 days Raising Credit Notes	Over £500,000	Up to £500,000	Up to £250,000	Up to £50,000

General Scheme of Delegation to Officers

2a: Financial Delegations

No.	Function	Level 1	Level 2 (or finance lead)	Level 3	Level 4
A 10	Recommend Write Off debts to SD, Finance and Resources (incl. stocks and stores). Any write offs over £15,000 to Cabinet	Up to £15k and approved by s151 officer	Up to £15k (and p.a.) and approved by s151 officer	Up to £1k with Level 2 approval	Up to £1k with Level 2 approval
Assets					
A 11	Assets & Stocks Maintain register of assets over £2500	√	√	√	None
Disposal					
A 12	Non property disposals	£5k providing best value obtained	£5k providing best value obtained	Up to £5k (in discussion with s151 / Lead officer for finance)	
Grant Claims, Bids and Awards					
	Signing Grant Agreements for Grants paid by the Council	Yes: but record Agreement in Grants Payable Register	None	None	
A 13	Making claims for external funding including European bids	Subject to certification by s151 Officer	Subject to certification by s151 Officer	Subject to certification by s151 Officer	None
	Making grants to voluntary organisations in accordance with the Authority's policies and budget provision under any relevant local powers	√	√	None	None
	Making arrangements under S 78 Charities Act 1993 to co-ordinate activities of the Council and any charity with similar and complementary purposes, etc	√	√	√	None
Petty Cash					
A 14	Petty Cash limit for single item	£250	£250	£250	£250
Commitments					

General Scheme of Delegation to Officers

Procurement Delegations

These should be read in conjunction with the Council's Contract Standing Orders and the Council's procurement guidance. These can be found at:

Add link

2b: Procurement Delegations					
No.	Function	Level 1	Level 2	Level 3	Level 4
B.2	Authorising of Purchase Orders	£500,000	£100,000	£20,000	£5000
B.3	Authorise Invoices (and credit notes) for previously approved expenditure	£500,000	£100,000	£20,000	
B.4	Termination of Contract		√	None	
B.5	Management of Approved list of Contractors/vendor database/list of framework contractors and suppliers		√	None	
B.6	Purchasing from within a Framework Contract (Registered by Slough Borough Council)		√	£5,000	
B.7	Authorise Invoices (and debit notes) for previously approved expenditure, for Capital Projects	£500,000	£100,000	£20,000	£5,000
B.8	Issue procedural instructions on matters concerning contracts and procurements	√	√	Prepare draft only	Prepare draft only
B.9	Maintain list of suppliers for small work contracts/specialist works and advise on prospective suppliers and select list of tenders	√	√	√	√

2c: Property Delegations

No.	Function	Level 1	Level 2	Level 3	Level 4
C.1	Acquisition and disposal of leasehold interest in land and property relating to the Services of the Directorate, with Cabinet spending approval	Up to £250k in line with best value	Up to £250k in line with best value	None	None
C.2	To maintain the Directorate's service related land records and other Directorate service related property information and advise Property Services of Changes	√	√	√	√
C.3	To grant leases, tenancies or licences for the use of Directorate service related property that has previously been let or is not required for the council's own occupation	Terms of up to 7 years and rents or licence fees up to £100,000pa.	Terms of up to 7 years and rents or licence fees up to £100,000pa.	None	None
C.4	Approval of rent or fee reviews of leases, licences, tenancies or easements granted or held by the Directorate	Services up to £100,000	Services up to £100,000	None	None
C.5	To approve terms for sale of Directorate service related property that has been declared surplus to requirements or is subject to a compulsory purchase order, once disposal agreed	Up to £250k in line with best value	Up to £250k in line with best value	None	None
C.6	To approve terms for the purchase of Directorate service related property where a valid decision to acquire has been taken	None	None	None	None
C.7	To write off service related unpaid rents, licence fees or other charges where all reasonable attempts have been made at recovery				

2c: Property Delegations

No.	Function	Level 1	Level 2	Level 3	Level 4
C.8	To commission work relating to the acquisition management development or disposal of Directorate service related property from suitably qualified firms	Maximum fee of £100,000 (or £50,000 p.a.) per instruction	Maximum fee of £100,000 (or £50,000 p.a.) per instruction	None	None
C.9	To manage the Directorate's service related commercial property portfolio	to approve assignments and other applications on all Directorate service related owned property	to approve assignments and other applications on all Directorate service related owned property	None	None
C.10	To apply to the appropriate body for the appointment of an arbitrator independent expert or other adjudicator in the circumstances defined in a lease or other agreement	√	√	None	None
C.11	To authorise the service of statutory notices (e.g. under the landlord & Tenants Acts, etc.) When deemed prudent in the context of service related property management	None	None	√	√
C.12	Ensure Health and Safety issues are met	√	√	√	√
C.13	To act on Health and Safety issues raised by authorised officers in respect	√	√	Health and Safety Officers only	Health and Safety Officers only
C.14	Authority to agree terms and enter into agreements for any matter of a minor or urgent nature affecting Directorate service related land or property either owned or leased.	√	√	√	None

2c: Property Delegations					
No.	Function	Level 1	Level 2	Level 3	Level 4
C.15	To undertake client functions under various contracts with third parties including those related to Directorate service related property management	√	√	√	None
C.16.	To approve Appeals for Rating reductions	√ With the agreement of the s151 officer	√With the agreement of the s151 officer	Up to £10,000 with the agreement of the s151 officer	None

2d Human Resources Delegations					
	Function	Level 1	Level 2	Level 3	Level 4
D.1	Staff deployment, reorganisation and restructuring				
D.2	Directorate re-organisation or restructuring, with the agreement of the Cabinet	√	√	Recommendations only	Recommendations only
D.3	In a transfer of undertaking situation, agreeing staff affected.	√	√	√	No delegation
D.4	Creation of new posts in accordance with procedures	√	√	Recommendations only	Recommendations only
D.5	Deletion of posts in accordance with procedures	√	√	Recommendations only	Recommendations only
D.6	Consultation and Agreements with Trade Unions including facilitation time	√	√	√	√
D.7	Approving assimilation of new employees into new posts as result of restructure	√	√	√	No delegation
D.8	Placing staff on the Council's Redeployment Register as a result of a reorganization or redundancy situation	√	√	√	No delegation
	Recruitment and Retention				
D.9	Advertising vacancies	√	√	√	√
D.10	Filling vacant posts using agreed corporate processes	√	√	√	√

D.11	Chairing and sitting on selection panels	√ subject to corporate training requirements	√ subject to corporate training requirements	√ subject to corporate training requirements	√ subject to corporate training requirements
D.12	Agreeing shortlists	√	√	√	√
D.13	Approving offers of appointment subject to further HR checks (e.g. medical, DBS and references)	√	√	√	√

2d Human Resources Delegations

	Function	Level 1	Level 2	Level 3	Level 4
D.14	Exceptions to normal recruitment processes e.g. direct appointment to permanent or temporary posts without competition	√ only with the agreement of the AD	√ only with the agreement of the ADPS	No delegation	No delegation
D.15	Recommending appointment above normal salary starting point	√	√	√	√
D.16	Probationary Appointments: approving permanent appointment, or dismissal or extension of appointment	√	√	Not dismissal	None
D.17	Agree terms and conditions of permanent and agency staff subject to national and local agreements and statutory requirements	√	√	No delegation	No delegation
D.18	Agreeing secondments	√ Includes external secondment, placements and joint working	√ Includes external secondment, placements and joint working	√ Internal secondments only	
D.19	Use of Agency Staff in accordance with procedures and Agency Contract	√	√	√	
D.20	Premature termination of agency / temporary staff position	√	√	√	

D.21	Giving and requesting references	√	√	May request references where individual has consented to request	
D.22	Request DBS and other statutory checks for approved positions	√	√	√	
D.23	Agree relocation package subject to corporate policies and procedures	√	√	√	
D.24	Approval of shorter notice period	√	√	√	none
Discipline, Conduct and Capability					
D.25	Dismissal of staff as a result of gross misconduct or disciplinary or capability proceedings	In consultation with	In consultation with HR	In consultation with HR	

2d Human Resources Delegations

	Function	Level 1	Level 2	Level 3	Level 4
		HR			
D.26	Suspension of staff on grounds of misconduct grounds	√	√	√ ?	
D.27	Determining grievances	√	√	Up to Stage 2	
D.28	Taking disciplinary action short of dismissal	√	√	√ Except cases involving gross misconduct and misconduct	
D.29	Conduct and determination of appeals on disciplinary, conduct and capability matters, including appeals against probation decisions	√	√	√	√
D.30	Settlement of Legal/employment Tribunal claims in accordance with Council policy and procedures	√	√	No delegation	
D.31	Payroll changes	√	√	√	
Authorised absence, sickness, leave and flexitime					
D.32	Taking management action in relation to sickness absence	√	To Stage 2	To Stage 2	
D.33	Extension of Sick Pay	√ In consultation with HR	√ In consultation with HR	√ In consultation with HR	
D.34	Approving overtime in accordance with Council's Scheme, approving timesheets and flexi cards.	√	√	√	

D.35	Approving annual Leave, Flexi leave, TOIL, time off for election related duties, payment in lieu of Public Holiday, special and unpaid leave (within agreed procedures), parental leave, time off for trade union duties (carry over leave under procedures only Level 1)	√	√	√	√
	Employee Benefits, Pensions				
D.36	Approval of Honoraria/Acting Up Allowances and additional payments	√			
D.37	Approval for officers to have paid employment or consultancy outside the council	√	√	No delegation	No delegation

2d Human Resources Delegations					
	Function	Level 1	Level 2	Level 3	Level 4
D.38	Approval of expenses e.g. mileage and petty cash claims	√	√ up to £100 per day	√ Up to 100 per day	
D.39	Other travel expenses	√	Up to £100 per day	Up to £100 per day	
D.40	Making discretionary payments for personal items lost or damaged not covered by the Council's insurance policies and excluding vehicles	√ Up to £500	Up to £500	Up to £100	
D.41	Subsistence, including overnight subsistence	√	Up to £250 per day	Up to £100 per day	
D.42	Ex-gratia payments	√	√	Up to £200	
D.43	Approval of eye test and absence for medical appointments	√	√	√	√
	Staff Appraisal and Development				
D.44	Staff appraisal, evaluation and supervision	√	√	√	√
D.45	Arbitrating on appraisal and evaluation disputes	√	√	No delegation	No delegation
D.46	Devising, maintaining and auditing staff development programme in accordance with any corporate requirements	√	√	√	√
D.47	Approving courses and training in accordance with corporate policies and procedures	√	√	Not day release	Not day release

D.48	Ensuring compliance with Race Relations Act, Sex Discrimination Act, Disability Discrimination Act, Equality Act and any Regulations there under	√	√	√	√
D.49	Monitoring for the purposes of Council's Equal Opportunities policy and as recommended by the CRE	√	√	√	√
	Health and Safety and Risk				
D.50	Health & Safety – Responsibility for compliance with all statutory and regulatory requirements	√	√	√	√
D.51	Risk Assessments and Registration of Risk as required by the risk management policy: compliance with Annual Corporate Governance Assurance requirements	√	√	√	√

2d Human Resources Delegations

	Function	Level 1	Level 2	Level 3	Level 4
D.52	Maintaining safety codes of practice	√	√	√	√
D.53	Maintaining cautionary contacts list	√	√	√	No delegation to amend list, can recommend amendments to the list by Third Tier Officers
D.54	Banning public from premises or limiting conduct due to aggressive behaviour	√	√	√	In emergencies
D.55	Agreeing legal support (including payment of external lawyers fees etc.) to staff assaulted in the course of their duties	√	√	√	No delegation

2e Other delegations which apply to all the council

	Function	Level 1	Level 2	Level 3	Level 4
E1	Legal and Statutory Powers				
E2	Responding on the Council's behalf to proposed legislation except where specifically reserved to the Council, a committee or the Executive	√	√	√	No Delegation
E3	Instructing the Head of Legal, HR and Regulatory Services to Institute or defend proceedings in any court or tribunal.	√	√	√ unless specifically reserved to designated officers	√ unless specifically reserved to designated officers
E4	Authorising the Head of Legal Services to issue and serve notices and requisitions	√	√	Requisitions only unless holding specific delegations	Requisitions only unless holding specific delegations
E5	Authorising officers to attend court and appear on behalf of the Council under S.223 Local Government Act 1972 and the County Courts Act 1984	√	√	√	No delegation except to Head of Legal Services
E6	Signing Statements of Truth, providing witness statements and statutory declarations in respect of matters within their own knowledge and giving evidence in person on behalf of the Authority	√	√	√	√
E7	Administering cautions in any criminal proceedings.	If PACE trained	If PACE trained	If PACE trained	If PACE trained
E8	Settling claims (other than Employment Tribunal claims and those covered by insurance)	Up to £300,000 with the approval of the AD Finance and Audit	No delegation	No delegation	No delegation

	Function	Level 1	Level 2	Level 3	Level 4
E9	Authorising officers to use powers of entry and seizure where permitted in law.	√	√	No delegation	No delegation except for HLS
E10	Applying to register any Land Charge, search the Land Charges Register and pay any request fee.	√	√	√	√
E11	Subject to any reservations to Members, and to the authorisation of funding from the Strategic Director, R, H & R, instructing the Head of Legal Services to commence proceedings for the compulsory acquisition of interests in land, including the right to manage	√	√	No delegation	No delegation
	Fees and charges				
E12	Setting fees and charges for services within any overall strategy agreed by the Cabinet and in consultation with the lead commissioner and lead for finance: <ul style="list-style-type: none"> • up to 3% plus inflation • that don't involve a change in policy • that don't have significant political 	√	√	√	No delegation
E13	Approving compensatory payments under section 92 Local Government Act 2000	√	Up to £1,000	If designated Stage 2 complaints officer may approve up to £250	If designated Stage 1 complaints officer up to £100
E14	Complaints and Regulatory Procedures				
E15	Acting as the Directorate Stage 2 Complaints Officer, within a scheme coordinated and monitored by the Head of Business Analysis and Complaints	√	√	√	No Delegation
E16	Acting as the Designated Stage 1 Complaints Officer	√	√	√	√

E17	Responding to requests for data or information under the Data Protection Act 1998 and the Freedom of Information Act 2000	√	√	√	√
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	Function	Level 1	Level 2	Level 3	Level 4
E18	Discharging miscellaneous Local Government functions and powers such as accepting gifts on behalf of the Council, advertising Council services and promoting the area	√	√	√	√
E19	Making all applications (including review and cessation of use) regarding covert surveillance or use of a human intelligence source under the provisions of the Regulation of Investigatory Powers Act,2000 ('RIPA')	√	√	√	√

Part 3: Proper officer functions

The 'proper officers' appointed for the following purposes, under the powers of Section 270(3) of the Local Government Act 1972 are as follows:

No.	STATUTE AND FUNCTION	PROPER OFFICER
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REPRESENTATION OF THE PEOPLE ACT 1983

PO1	Section 8 – The Registration Officer for the purpose of the registration of electors	AD PF
PO2	Section 35 – The Returning Officer at an election of London Borough Councillors	AD PF
PO3	Section 28 – Acting Returning Officer at an election of a Member of Parliament	AD PF

LOCAL GOVERNMENT ACT 1972

PO4	Section 83 (1) – The officer to whom a person elected to the office of Councillor shall deliver a declaration of acceptance of office on the prescribed form	Chief Executive or AD PS
PO5	Section 83 (3)(b) – The officer before whom a declaration of acceptance of office of Mayor or Deputy Mayor of Council may be made	Chief Executive
PO6	Section 84 – The officer to whom written notice of resignation of elected office shall be delivered	Chief ExecutiveRO?
PO7	Section 86 - To declare any vacancy in any office under the Section	Chief ExecutiveRO?
PO8	Section 88 (2) – The officer by whom a meeting of the Council for the election of the vacant office of Mayor may be convened	Chief Executive
PO9	Section 89 (1)(b) – The officer to whom notice in writing of a casual vacancy occurring in the office of Councillor may be given by two local government electors for the Borough	Chief ExecutiveRO?

No.	STATUTE AND FUNCTION	PROPER OFFICER
PO11	Section 99 + Schedule 12 - To give notice and send summonses in respect of any Council meeting	Chief Executive
PO12	Section 100 - To give public notice of any meeting to which the public are entitled to attend, provide copies of agenda and facilities for the press	HDS
PO13	Section 100B (2) – The officer authorised to exclude from committees, sub committees, Council or Executive meeting agendas any information to be dealt with in a meeting from which the public are likely to be excluded	HDS
PO14	Section 100B (7)(c) – The officer to supply to any newspaper copies of documents supplied to Members of committees, sub-committees, Council or Executive meetings in connection with an item for consideration	HDS
PO15	Section 100C (2) – The officer to prepare a written summary of proceedings of committees, sub-committees, Council or the Executive from which the public were excluded	HDS
PO16	Section 100D (1)(a) – The officer to prepare a list of background papers for reports considered by committees, sub-committees, Council or the Executive	HDS
PO17	Section 100D (5) – The Officer to determine which documents constitute background papers and Section 100H - ability to charge for the provision of such documents	HDS
PO18	Section 100F (2) – The officer to decide which documents are not, by virtue of containing exempt information, required to be open to inspection	HDS
PO19	Section 100G - To maintain a register of the names and addresses of Members and membership of committees, lists of delegations and the like	HDS

No.	STATUTE AND FUNCTION	PROPER OFFICER
PO20	Section 115 – The officer to whom money properly due from officers shall be paid	AD FA
PO21	Section 146 – The officer to make statutory declarations and issue any certificate with regard to securities held by local authority companies	AD FA
PO22	Section 151 (and section 114 of the Local Government Finance Act 1988) – The officer to be responsible for the proper administration of the Authority’s financial affairs (and to issue a report to Members if there is or is likely to be unlawful expenditure or an unbalanced budget)	AD FA
PO23	S.223 Authorising officers to attend court and appear on behalf of the Council under Local Government Act 1972 and the County Courts Act 1984	HLS
PO24	Section 225 (1) – The officer to receive and retain statutory documents on behalf of the Authority	HLS
PO25	Section 229 (5) – The officer to certify photographic copies of documents	HLS
PO26	Section 233 – The officer to receive documents required to be served on the Authority	HLS
PO27	Section 234 (1) & (2) – The officer to authenticate documents on behalf of the Authority	HLS
PO28	Section 238 – The officer to certify printed copies of bylaws	HLS
PO29	Section 248 – The officer responsible for the keeping of the roll of freemen	HDS

No.	STATUTE AND FUNCTION	PROPER OFFICER
PO30	Schedule 12 [paragraphs 4(2)(b) & 4(3)] – The officer responsible for the receipt of notices regarding address to which summons to meetings is to be sent	HDS
PO31	Schedule 14 [paragraph 25(7)] – The officer responsible for the certification of true copies of resolutions	HDS
PO32	Schedule 29 [paragraph 41] – The officer responsible for the exercise of functions under Section 9 (1) & (2), 13 (2) (h) and (3) (b) and 20 (b) of the Registration Services Act 1953 (Proper Officer)	SDCCS

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS)
ACT 1976

PO33	Section 41 – The officer to certify copies of any resolution, order, report or minutes of proceedings of the Authority as evidence in any legal proceedings	HDS
PO34	Section 16 - Notices requiring details of interest in land	Any SD or AD or HLS

LOCAL GOVERNMENT AND HOUSING ACT 1989

PO35	Section 2 – The officer to hold on deposit the list of politically restricted posts and Section 2 - provision of certificates as to whether a post is politically restricted	ADPS
PO36	Section 3A – The officer responsible for the grant and supervision of exemptions from political restrictions.	Chief Executive
PO37	Section 4 – The officer to be designated Head of Paid Service	Chief Executive
PO38	Section 5 – The officer to be designated Monitoring Officer	ADPS

No.	STATUTE AND FUNCTION	PROPER OFFICER
PO39	Sections 15 – 17 (and regulations made thereunder) – The officer to receive notices relating to the membership of political groups	Chief Executive

LOCAL GOVERNMENT ACT 2000

PO40	The officer responsible for ensuring a proper record is made of Executive decisions and that the document comprising the Authority's Forward Plan is published in accordance with the Local Authorities (Executive Arrangements)(Access to Information)(England) Regulations 2000	HDS
PO41	To ensure that copies of the constitution are available for inspection	HDS
PO42	To make payments of relevant allowances in accordance with the Council's Members allowances scheme	HDS
PO43	To defray expenses of any Members making official and courtesy visits, receptions and entertainment of distinguished persons visiting the Borough	Chief Executive
PO44	The Officer designated as Scrutiny Officer as defined in Section 21 ZA Local Government Act 2000	Head of Strategic Policy and

LAND CHARGES ACT 1975

PO45	Section 19 – The officer to act as Local Registrar as defined in Section 3 of the Land Charges Act 1975	SDCCS ?
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NATIONAL ASSISTANCE ACT 1948 AND NATIONAL ASSISTANCE (AMENDMENT) ACT 1951

PO46	Proper officer to seek an order for removal of persons into care	SDW
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No.	STATUTE AND FUNCTION	PROPER OFFICER
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REGISTRATION SERVICES ACT 1953

PO47	Proper officer for Births, Deaths and Marriages	SDCCS
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LOCAL GOVERNMENT ACT 2003

PO48	Requirement to report to Council annually on the robustness of estimates and financial reserves	ADFA
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PUBLIC HEALTH (CONTROL OF DISEASES) ACT 1984,
FOOD SAFETY (GENERAL FOOD HYGIENE)
REGULATIONS 1995 AND THE MILK AND DAIRIES
GENERAL) REGULATIONS 1969

PO49	Requirement to appoint a suitably qualified person as the Council's Medical Advisor on Environmental Health and Proper Officer for notifiable diseases	?
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CIVIL EVIDENCE ACT 1995

PO50	To certify Council records for the purposes of admitting the document in evidence in civil proceedings.	HLS
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CRIME AND DISORDER ACT 1998

PO51	Section 12 - to apply for the discharge or variation of a Child Safety Order	SDW
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No.	STATUTE AND FUNCTION	PROPER OFFICER
PO52	Sections 17 and 37 to have regard to effect of the exercise of any function on the need to prevent crime and disorder and offending by children and young persons	All SDs

CRIMINAL JUSTICE AND POLICE ACT 2001

PO53	Delegated power to authorise officers to enter premises and seize items where the Council has a power of seizure under this Act and to perform other related duties (return and security of seized items)	The Chief Executive, SDs and ADs
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LOCAL GOVERNMENT FINANCE ACT 1988

PO55	Section 116 - Notification to the Council's auditor of any meeting to be held under Section 15 of the 1988 Act (meeting to consider any report of the Chief Finance Office under Section 114)	ADAF
PO56	Section 139A - Provision of information to the Secretary of State in relation to the exercise of his powers under this Act as and when required.	ADFA

LOCAL GOVERNMENT (CONTRACTS) ACT 1997

PO57	Certification of relevant powers to enter into contracts	ADFC
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LOCALISM ACT 2011

No.	STATUTE AND FUNCTION	PROPER OFFICER
PO58	Responsibility for establishing and maintaining a register of Members and co-opted members interests, and ensure that it is available for inspection and published on the Council's website	ADPS
<u>OTHER MISCELLANEOUS PROPER OFFICER FUNCTIONS</u>		
PO59	Any other miscellaneous proper or statutory officer functions not otherwise delegated by the Authority	Chief Executive or his/her nominee