

## PROPER OFFICERS OF THE COUNCIL

The Council has appointed the following proper officers for the purposes of the statutory provisions set out below.

Subject to the proper officer appointments set out below, the Chief Executive and each Deputy Chief Executive shall be authorised to act as the proper officer for the statutory responsibilities which fall within their area.

<b>Local Government Act 1972</b>	<b>Purpose of Appointment</b>	<b>Proper Officer</b>
Section 83	To witness, and to receive, declarations of acceptance of office.	Chief Executive or the Monitoring Officer
Section 84	To receive notices from Members of resignation from office.	Chief Executive
Section 87	To publish a notice of vacancy	Chief Executive
Section 88	To convene if necessary a meeting of the Council when the office of Mayor is vacant.	Chief Executive
Section 89	To receive notice by local government electors of a casual vacancy in the office of Borough Councillor.	Chief Executive
Section 96	To receive from Councillors general notices of pecuniary interests and to keep a record of such disclosures.	Head of Corporate Governance
Section 100B	To take decisions as to whether information is likely to be "exempt" when coming before the Council, the Cabinet or a Committee. To decide if other copy documents supplied to councillors should be supplied to the press	Head of Corporate Governance
Section 100C	To produce a written summary of proceedings taken by the Council, the Cabinet or a Committee in private (i.e. Minute)	Chief Executive
Section 100D	To compile a list of background papers for a Cabinet or a Committee report.	Chief Executive
Section 100F	To decide if a requested document appears to contain exempt information	Head of Corporate Governance
Section 115	To receive money due from Officers.	Chief Finance Officer
Section 146	To sign declarations and certificates with regard to securities.	Chief Finance Officer

Section 191	To receive applications made by the Ordnance Survey Office for assistance in determining boundaries	Deputy Chief Executive
Section 210	To exercise any power with respect to a charity exercisable by any officer of a former authority.	Chief Executive
Section 225	To receive and retain any document deposited with the Council for custody.	Chief Executive
Section 228	To keep accounts open for inspection by any member of the Authority.	Chief Finance Officer
Section 229	To certify, for the purpose of any legal proceedings, photographic copies of documents.	Head of Corporate Governance
Section 234	To authenticate notices, orders or other documents on behalf of the Council.	Head of Corporate Governance
Section 236	To send copies of confirmed byelaws made by the Council to the County Council.	Head of Corporate Governance
Section 238	To certify copies of byelaws.	Head of Corporate Governance
Section 248	To keep the rolls of Honorary Aldermen and Honorary Freemen.	Chief Executive
Schedule 12(4)	To sign, and send to all Members of the Council, the summons to attend meetings of the Council.	Chief Executive
Schedule 14(25)	To certify resolutions under this paragraph for the purpose of legal proceedings.	Chief Executive
<b>Local Land Charges Act 1975</b>		
Section 9	To act as local registrar for the registration of local land charges and the issue of official certificates of search.	Head of Corporate Governance

<b>Representation of the People Act 1983</b>		
Section 24	To be the Acting Returning Officer for the conduct of Parliamentary Elections.	Chief Executive
Section 35	To be the Returning Officer for the conduct of Local Elections.	Chief Executive
Section 67	To receive appointments of Election Agents	Chief Executive
Section 67	To publish a notice of Election Agents	Chief Executive
<b>Local Government And Housing Act 1989</b>		
Section 2	To retain on deposit a list of politically restricted posts.	Head of Human Resources
Section 3A	In consultation with the Monitoring Officer, to determine applications for exemption from political restriction or for designation of posts as politically restricted	Chief Executive
Section 4	Designation as the Head of Paid Service	Chief Executive
Section 5	Designation as the Council's Monitoring Officer	Head of Corporate Governance
Section 9, 15 and 16	To undertake all matters relating to the formal establishment of political groups within the membership of the Council.	Chief Executive
<b>Local Authorities (Executive Arrangements) (England) Regulations 2012</b>		
Section 3	To produce a written statement of Cabinet decisions made at Meetings.	Chief Executive
Section 5	To make available for inspection by the public a copy of written statements of Cabinet decisions and associated reports.	Chief Executive
Section 6	To make available for inspection a list of background papers	Chief Executive
Section 12	To publish key decisions of the Authority	Chief Executive

Section 34	To publish the verification number of Local Government electors for the purposes of petitions	Chief Executive
<b>The Public Health (Control of Diseases) Act 1984</b>	To take control of all communicable disease functions.	The Consultant in Communicable Disease Control for the time being appointed by the Local Health Protection Agency.
<b>The Public Health (Control of Diseases) Act 1984</b>	To act as the Deputy in the absence of the appointed Consultant, to take control of all communicable disease functions.	The Consultants in Public Health Medicine for the time being appointed by the Local Health Protection Agency.
<b>Section 47 of the National Assistance Act 1948 [as amended by Section 1 of National Assistance (Amendment) Act 1951]</b>	To make Section 47 Orders to secure without delay the necessary care and attention for residents of the Borough who are aged, infirm, or physically incapacitated and are living in insanitary conditions.	The Consultant in Communicable Disease Control for the time being appointed by the Local Health Protection Agency.
<b>Section 47 of The National Assistance Act 1948 [as amended]</b>	To act as Deputy in the absence of the appointed Consultant to make any Section 47 Orders.	Any Consultant in Public Health Medicine for the time being appointed by the Local Health Protection Agency.

## GENERAL STATUTORY PROVISIONS

In legislation predating the 1971/1972 Session of Parliament, other than the Local Government Act 1972, and in Statutory Instruments made prior to 26th October, 1972, references to the designations in the left hand column below shall be construed as a reference to the Officers of the Council listed in the right hand column below.

<b>Designation</b>	<b>Officer of the Council</b>
The Clerk of the Council	Chief Executive or the Chief Finance Officer, whichever is most appropriate to their departmental responsibilities.
The Town Clerk	Chief Executive or Chief Finance Officer whichever is most appropriate to their departmental responsibilities.
The Treasurer	Chief Finance Officer
The Surveyor	Deputy Chief Executive
The Engineer	Deputy Chief Executive
The Sanitary Inspector	Deputy Chief Executive
The Public Health Inspector	Deputy Chief Executive