

PROPER OFFICER REFERENCES

Constitution - References to Proper Officer		Designated Officers
Articles (Part 2)		
13.04 Legal Proceedings		Chief Executive Legal Services Manager & Deputy Monitoring Officer Strategic Governance Manager
13.05 Authentication of Documents		Assistant Director - Policy and Corporate Corporate Governance Manager Legal Services Manager & Deputy Monitoring Officer
13.06 Common Seal of the Council		Chief Executive Legal Services Manager & Deputy Monitoring Officer Strategic Governance Manager
13.07 Register of Properties Custody of Title Deeds		Assistant Director - Policy and Corporate Legal Services Manager & Deputy Monitoring Officer
15.04 Publication of the Constitution		Monitoring Officer Legal Services Manager & Deputy Monitoring Officer
Scheme of Delegation to Cabinet Members (Part 3)		
Preamble 4 Interpretation of Policy		Executive Management Team
Preamble 6 Publication of Decision Notice		Assistant Director - Policy and Corporate Corporate Governance Manager

Constitution - References to Proper Officer		Designated Officers
Scheme of Delegation to Officers (Part 3)		
Preamble 5 Interpretation of Policy		Executive Management Team
Preamble 11 Referral of officer decision		Chief Executive Monitoring Officer Legal Services Manager & Deputy Monitoring Officer
Preamble 12 Publication of Decision Notice		Assistant Director - Policy and Corporate Corporate Governance Manager
Delegation to Assistant Director - Policy and Corporate General No2 - Legal Proceedings		Legal Services Manager & Deputy Monitoring Officer Strategic Governance Manager
Delegation to Assistant Director - Policy and Corporate General No 8 - Registrar of local land charges		Strategic Governance Manager
Delegation to the Monitoring Officer 6. To sign on behalf of the Council all Inland Revenue Land Transaction Return Forms, Land Registry declarations and forms and Court declarations and forms		Legal Services Manager & Deputy Monitoring Officer
Council Procedure Rules (Part 4)		
1.(3) Meetings of the Council		Executive Management Team
8.(1) Agenda and Order of Business		Executive Management Team
10.(2) Questions to the Leader and Cabinet Members		Corporate Governance Manager Strategic Governance Manager
11.(1) Notices of Motion		Corporate Governance Manager Strategic Governance Manager
13.(1) Previous Determinations by the Council		Executive Management Team

Constitution - References to Proper Officer	Designated Officers
14.(6) Rules of Debate - Amendments	Corporate Governance Manager Strategic Governance Manager
18.(1) (2) Matters of Urgency	Chief Executive Strategic Governance Manager Corporate Governance Manager
20.(1) Conduct of Meetings	Strategic Governance Manager Corporate Governance Manager
21. Interpretation	Strategic Governance Manager Corporate Governance Manager
Meetings General Procedure Rules (Part 4)	
2.(2),(3),(4) Meetings of the Cabinet, Panels, Committees and Sub-Committees	Corporate Governance Manager Strategic Governance Manager
2. (3), (4) Previous Decisions of Meetings	Executive Management Team
4.(1),(5) Attendance at Meetings	Corporate Governance Manager Strategic Governance Manager
12. Matters of Urgency	Chief Executive Corporate Governance Manager
13.(1) Conduct of Meetings	Chief Executive Corporate Governance Manager
14. Interpretation	Chief Executive Corporate Governance Manager

Constitution - References to Proper Officer		Designated Officers
Cabinet Procedure Rules (Part 4)		
6.(2) Scheme of Delegation and Cabinet Functions		Corporate Governance Manager Strategic Governance Manager
8.(1)-(3) Cabinet Meetings - When and Where?		Corporate Governance Manager Assistant Director - Policy and Corporate
11.(2) How are Decisions to be taken by the Cabinet?		Executive Management Team
16.(1), (4) Who can put items on the Cabinet Agenda?		Corporate Governance Manager Assistant Director - Policy and Corporate
19.(2) Recording of Decisions		Corporate Governance Manager Monitoring Officer
20.(1)-(2) Officer Attendance		Corporate Governance Manager Strategic Governance Manager
22.(1), (2) Matters of Urgency		Corporate Governance Manager Strategic Governance Manager
Overview and Scrutiny Procedure Rules (Part 4)		
3.(1) Meetings of the Scrutiny Panel		Corporate Governance Manager Assistant Director - Policy and Corporate
6.(1), (2) Agenda Items		Corporate Governance Manager Assistant Director - Policy and Corporate
7.(1) Reports from the Scrutiny Panel		Corporate Governance Manager Assistant Director - Policy and Corporate

Constitution - References to Proper Officer		Designated Officers
8.(1), (2), (3) Making sure that reports from the Scrutiny Panel are considered by the Cabinet		Corporate Governance Manager Assistant Director - Policy and Corporate
9. (6) Notice for “local crime and disorder matter” item		Corporate Governance Manager Assistant Director - Policy and Corporate
11.(2) Councillors and Officers giving account		Corporate Governance Manager Assistant Director - Policy and Corporate
13.(4),(5),(7),(8),(10),(13) Call-In of Decisions		Corporate Governance Manager Assistant Director - Policy and Corporate
14.(1) Matters of Urgency		Monitoring Officer Legal Services Manager & Deputy Monitoring Officer
Planning Committee Procedure Rules (Part 4)		
4.(2) Committee Meetings - When and Where?		Corporate Governance Manager Assistant Director - Policy and Corporate
10.(2) Who May Attend?		Corporate Governance Manager Assistant Director - Policy and Corporate
12.(2) Recording of Decisions		Corporate Governance Manager Monitoring Officer
Licensing Committee Procedure Rules (Part 4)		
6. (2), (3) Committee Meetings - When and Where?		Corporate Governance Manager Assistant Director - Policy and Corporate

Constitution - References to Proper Officer		Designated Officers
13.(2) Recording of Decisions Licensing Committee		Corporate Governance Manager Monitoring Officer
14.(1) Recording of Decisions Licensing Sub-Committee		Corporate Governance Manager Monitoring Officer
Governance Committee Procedure Rules (Part 4)		
4.(2) Committee Meetings - When and Where?		Corporate Governance Manager Assistant Director - Policy and Corporate
11.(2) Recording of Decisions		Corporate Governance Manager Monitoring Officer
Access to Information Procedure Rules (Part 4)		
5.(1) Access to Agenda and Reports before the meeting		Corporate Governance Manager Assistant Director - Policy and Corporate
6.(1)(c) Supply of Copies		Corporate Governance Manager Assistant Director - Policy and Corporate
15.(1) Exclusion of Access by the public to Reports		Corporate Governance Manager Monitoring Officer
19.(2), (3) Publication of the Forward Plan		Corporate Governance Manager Assistant Director - Policy and Corporate
20.(1) (b), (c), (d) General Exceptions		Monitoring Officer Corporate Governance Manager

Constitution - References to Proper Officer		Designated Officers
22.(1) When Scrutiny Panel can require a report		Chief Executive Monitoring Officer Corporate Governance Manager
25.(1) Record of Decisions		Corporate Governance Manager Monitoring Officer
28.(1) Record of Individual Decisions		Corporate Governance Manager Monitoring Officer
34.(1), (4)(a), (b) Inspection of Documents		Chief Executive Monitoring Officer Corporate Governance Manager
The Budget and The Policy Framework Procedure Rules		
2. (5), (10), (11) Process for developing the framework		Corporate Governance Manager Assistant Director - Policy and Corporate
Contract Procedure Rules (Part 4)		
30.(2)(a)(b)(c) (d) Contracts in writing		Chief Executive Legal Services Manager & Deputy Monitoring Officer Strategic Governance Manager Assistant Directors/Executive Directors/Portfolio Holders (provided the matter is within their delegated authority)

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Officer Employment Procedure Rules (Part 4)		
1.(4)	Recruitment and Appointment of all officers	Assistant Director - Policy and Corporate Strategic People and Performance Manager
2.(5)-2(9)	Appointment and dismissal of statutory officers	Chief Executive Executive Management Team Assistant Director - Policy and Corporate