

**PROPER OFFICER REFERENCES**

<b>Constitution - References to Proper Officer</b>		<b>Designated Officers</b>
<b>Articles (Part 2)</b>		
13.04	Legal Proceedings	Chief Executive Legal Services Manager & Deputy Monitoring Officer Strategic Governance Manager
13.05	Authentication of Documents	Assistant Director for Corporate and Improvement Services Corporate Governance Manager Legal Services Manager & Deputy Monitoring Officer
13.06	Common Seal of the Council Authorised Signatories	Chief Executive Legal Services Manager & Deputy Monitoring Officer Strategic Governance Manager
13.07	Register of Properties Custody of Title Deeds	Assistant Director for Corporate and Improvement Services Legal Services Manager & Deputy Monitoring Officer
15.04	Publication of the Constitution	Monitoring Officer Legal Services Manager & Deputy Monitoring Officer
<b>Scheme of Delegation to Cabinet Members (Part 3)</b>		
Preamble 4	Interpretation of Policy	Executive Management Team
Preamble 6	Publication of Decision Notice	Assistant Director for Corporate and Improvement Services 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
Preamble 12	Publication of Decision Notice	Legal Services Manager & Deputy Monitoring Officer Assistant Director for Corporate and Improvement Services Corporate Governance Manager
Delegation to Assistant Director - Policy and Corporate General No 2 - 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		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
14.(6) Rules of Debate - Amendments		Corporate Governance Manager Strategic Governance Manager

**Constitution - References to Proper Officer**

**Designated Officers**

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
<b>Meetings General Procedure Rules (Part 4)</b>	
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 for Corporate and Improvement Services
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 for Corporate and Improvement Services
6.(1), (2) Agenda Items	Corporate Governance Manager Assistant Director for Corporate and Improvement Services
7.(1) Reports from the Scrutiny Panel	Corporate Governance Manager Assistant Director for Corporate and Improvement Services

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

<b>Constitution - References to Proper Officer</b>		<b>Designated Officers</b>
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
<b>Governance Committee Procedure Rules (Part 4)</b>		
4.(2)	Committee Meetings - When and Where?	Corporate Governance Manager Assistant Director for Corporate and Improvement Services
11.(2)	Recording of Decisions	Corporate Governance Manager Monitoring Officer
<b>Access to Information Procedure Rules (Part 4)</b>		
5.(1)	Access to Agenda and Reports before the meeting	Corporate Governance Manager Assistant Director for Corporate and Improvement Services
6.(1)(c)	Supply of Copies	Corporate Governance Manager Assistant Director for Corporate and Improvement Services
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 for Corporate and Improvement Services
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 for Corporate and Improvement Services
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**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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**Constitution - References to Proper Officer**

**Designated Officers**

**Officer Employment Procedure Rules (Part 4)**

1.(4) Recruitment and Appointment of all officers	Assistant Director for Corporate and Improvement Services Strategic People and Performance Manager
2.(5)-2(9) Appointment and dismissal of statutory officers	Chief Executive Executive Management Team Assistant Director for Corporate and Improvement Services