

Colchester City Council

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 Head of Governance
13.05 Authentication of Documents		Director 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 Head of Governance
13.07 Register of Properties Custody of Title Deeds		Director 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		Chief Executive, Chief Operating Officer, Deputy Chief Executive and Executive Director, Place
Preamble 6 Publication of Decision Notice		Director Corporate Governance Manager

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Scheme of Delegation to Officers (Part 3)		
Preamble 5 Interpretation of Policy		Chief Executive, Chief Operating Officer, Deputy Chief Executive and Executive Director, Place
Preamble 11 Referral of officer decision		Chief Executive Monitoring Officer Legal Services Manager & Deputy Monitoring Officer
Preamble 12 Publication of Decision Notice		Corporate Governance Manager Head of Governance
Delegation to the Monitoring Officer		Legal Services Manager & Deputy Monitoring Officer
Council Procedure Rules (Part 4)		
1.(3) Meetings of the Council		Chief Executive, Chief Operating Officer, Deputy Chief Executive and Executive Director, Place
8.(1) Agenda and Order of Business		Chief Executive, Chief Operating Officer, Deputy Chief Executive and Executive Director, Place
10.(2) Questions to the Leader and Cabinet Members		Corporate Governance Manager Head of Governance
11.(1) Notices of Motion		Corporate Governance Manager Head of Governance
13.(1) Previous Determinations by the Council		Chief Executive, Chief Operating Officer, Deputy Chief Executive and Executive Director, Place
14.(6) Rules of Debate - Amendments		Corporate Governance Manager Head of Governance

Constitution - References to Proper Officer	Designated Officers
18.(1) (2) Matters of Urgency	Chief Executive Head of Governance Corporate Governance Manager
20.(1) Conduct of Meetings	Head of Governance Corporate Governance Manager
21. Interpretation	Head of Governance 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 Head of Governance
2. (3), (4) Previous Decisions of Meetings	Chief Executive, Chief Operating Officer, Deputy Chief Executive and Executive Director, Place
4.(1), (5) Attendance at Meetings	Corporate Governance Manager Head of Governance
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

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Cabinet Procedure Rules (Part 4)		
6.(2) Scheme of Delegation and Cabinet Functions		Corporate Governance Manager Head of Governance
8.(1)-(3) Cabinet Meetings - When and Where?		Corporate Governance Manager Head of Governance
11.(2) How are Decisions to be taken by the Cabinet?		Chief Executive, Chief Operating Officer, Deputy Chief Executive and Executive Director, Place
16.(1), (4) Who can put items on the Cabinet Agenda?		Corporate Governance Manager Chief Executive, Chief Operating Officer, Deputy Chief Executive and Executive Director, Place
19.(2) Recording of Decisions		Corporate Governance Manager Monitoring Officer
20.(1)-(2) Officer Attendance		Corporate Governance Manager Head of Governance
22.(1), (2) Matters of Urgency		Corporate Governance Manager Head of Governance
Overview and Scrutiny Procedure Rules (Part 4)		
3.(1) Meetings of the Scrutiny Panel		Corporate Governance Manager Head of Governance
6.(1), (2) Agenda Items		Corporate Governance Manager Chief Executive, Chief Operating Officer, Deputy Chief Executive and Executive Director, Place

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7.(1) Reports from the Scrutiny Panel		Corporate Governance Manager Head of Governance
8.(1), (2), (3) Making sure that reports from the Scrutiny Panel are considered by the Cabinet		Corporate Governance Manager Head of Governance
9. (6) Notice for “local crime and disorder matter” item		Corporate Governance Manager Head of Governance
11.(2) Councillors and Officers giving account		Corporate Governance Manager Head of Governance
13.(4), (5), (7),(8),(10),(13) Call-In of Decisions		Corporate Governance Manager Monitoring Officer
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 Head of Governance
10.(2) Who May Attend?		Corporate Governance Manager Head of Governance
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 Head of Governance

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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 and Audit Committee Procedure Rules (Part 4)		
4.(2) Committee Meetings - When and Where?		Corporate Governance Manager Head of Governance
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 Head of Governance
6.(1)(c) Supply of Copies		Corporate Governance Manager Head of Governance
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 Head of Governance
20.(1) (b), (c), (d) General Exceptions		Monitoring Officer Corporate Governance Manager

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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 Head of Governance
Contract Procedure Rules (Part 4)		
30.(2)(a)(b)(c) (d) Contracts in writing		Chief Executive Legal Services Manager & Deputy Monitoring Officer Head of Governance Heads of Service/Portfolio Holders (provided the matter is within their delegated authority)
Officer Employment Procedure Rules (Part 4)		
1.(4) Recruitment and Appointment of all officers		Head of People Chief Operating Officer

Constitution - References to Proper Officer		Designated Officers
2.(5)-2(9)	Appointment and dismissal of statutory officers	Chief Executive, Chief Operating Officer, Deputy Chief Executive and Executive Director, Place