

Colchester City Council

PROPER OFFICER REFERENCES

Constitution - References to Proper Officer	Designated Officers
Articles (Part 2)	
13.04 Legal Proceedings	Chief Executive Monitoring Officer Service Director, Governance Legal Services Manager & Deputy Monitoring Officer
13.05 Authentication of Documents	Chief Executive Monitoring Officer Service Director, Governance Legal Services Manager & Deputy Monitoring Officer
13.06 Common Seal of the Council Authorised Signatories	Chief Executive Monitoring Officer Service Director, Governance Legal Services Manager & Deputy Monitoring Officer
13.07 Register of Properties Custody of Title Deeds	Director of Estates 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

Constitution - References to Proper Officer	Designated Officers
Preamble 6 Publication of Decision Notice	Director Service Director, Governance Monitoring Officer
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	Democratic Services Manager Service Director, 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, Monitoring Officer
10.(2) Questions to the Leader and Cabinet Members	Democratic Services Manager Service Director, Governance Monitoring Officer
11.(1) Notices of Motion	Democratic Services Manager Service Director, Governance, Monitoring Officer
13.(1) Previous Determinations by the Council	Chief Executive, Chief Operating Officer, Deputy Chief Executive and Executive Director, Place, Monitoring Officer

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

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

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6.(1), (2) Agenda Items	Service Director, Governance Chief Executive, Chief Operating Officer, Deputy Chief Executive and Executive Director, Place
7.(1) Reports from the Scrutiny Panel	Service Director, Governance Democratic Services Manager
8.(1), (2), (3) Making sure that reports from the Scrutiny Panel are considered by the Cabinet	Service Director, Governance Democratic Services Manager
9. (6) Notice for “local crime and disorder matter” item	Service Director, Governance Democratic Services Manager
11.(2) Councillors and Officers giving account	Service Director, Governance Democratic Services Manager
13.(4), (5), (7),(8),(10),(13) Call-In of Decisions	Service Director, Governance Monitoring Officer Democratic Services Manager
14.(1) Matters of Urgency	Monitoring Officer Service Director, Governance
Planning Committee Procedure Rules (Part 4)	
4.(2) Committee Meetings - When and Where?	Service Director, Governance Democratic Services Manager
10.(2) Who May Attend?	Service Director, Governance Democratic Services Manager
12.(2) Recording of Decisions	Service Director, Governance Democratic Services Manager Monitoring Officer

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Licensing Committee Procedure Rules (Part 4)	
6. (2), (3) Committee Meetings - When and Where?	Service Director, Governance Democratic Services Manager
13.(2) Recording of Decisions Licensing Committee	Service Director, Governance Democratic Services Manager
14.(1) Recording of Decisions Licensing Sub-Committee	Service Director, Governance Democratic Services Manager Monitoring Officer
Governance and Audit Committee Procedure Rules (Part 4)	
4.(2) Committee Meetings - When and Where?	Service Director, Governance Democratic Services Manager
11.(2) Recording of Decisions	Service Director, Governance Democratic Services Manager Monitoring Officer
Access to Information Procedure Rules (Part 4)	
5.(1) Access to Agenda and Reports before the meeting	Service Director, Governance Democratic Services Manager
6.(1)(c) Supply of Copies	Service Director, Governance Democratic Services Manager
15.(1) Exclusion of Access by the public to Reports	Service Director, Governance Democratic Services Manager Monitoring Officer

Constitution - References to Proper Officer	Designated Officers
19.(2), (3) Publication of the Forward Plan	Service Director, Governance Democratic Services Manager
20.(1) (b), (c), (d) General Exceptions	Service Director, Governance Democratic Services Manager Monitoring Officer
22.(1) When Scrutiny Panel can require a report	Chief Executive Monitoring Officer Service Director, Governance Democratic Services Manager
25.(1) Record of Decisions	Service Director, Governance Democratic Services Manager Monitoring Officer
28.(1) Record of Individual Decisions	Service Director, Governance Democratic Services Manager Monitoring Officer
34.(1), (4)(a), (b) Inspection of Documents	Service Director, Governance Democratic Services Manager Monitoring Officer
The Budget and The Policy Framework Procedure Rules	
2. (5), (10), (11) Process for developing the framework	Service Director, Governance Monitoring Officer
Contract Procedure Rules (Part 4)	
30.(2)(a)(b)(c) (d) Contracts in writing	Chief Executive Legal Services Manager & Deputy Monitoring Officer Service Director, Governance Service Directors/Portfolio Holders (provided the matter is within their delegated authority)

Constitution - References to Proper Officer**Designated Officers****Officer Employment Procedure Rules (Part 4)**

1.(4) Recruitment and Appointment of all officers	Service Director, People Chief Operating Officer
2.(5)-2(9) Appointment and dismissal of statutory officers	Chief Executive, Chief Operating Officer, Deputy Chief Executive and Executive Director, Place