

**CORPORATE DELEGATIONS**

**1. Corporate**

<b>Subject</b>	<b>Detail</b>	<b>Delegated by:</b>	<b>Delegated to:</b>
Authentication of Documents	To sign any document necessary to any legal procedure or proceedings on behalf of the Council	Council	Chief Executive (unless any enactment otherwise authorises or requires or the Council has given requisite authority to some other person)
Consultation Documents	<p>1. To respond on behalf of the Council to consultation documents where there is insufficient time for a response to be agreed by Full Council and where it affects the District of Bromsgrove.</p> <p>[NOTE: For the purposes of this delegation a consultation shall not be regarded as affecting the District of Bromsgrove if it relates to a national issue and would have no more affect on Bromsgrove than it would on any other area.]</p> <p>2. To respond to consultations by the County Council in respect of proposals to carry out alterations to schools in the District or nearby</p>	1. & 2. Council	<p>1. The Leader and Chief Executive in consultation with the relevant Head of Service or Director.</p> <p>2. Chief Executive in consultation with the relevant Ward Members</p>
Emergencies	<p>1. To act in accordance with the delegated procedures set out in the Emergency Plan</p> <p>2. To enable officers to undertake appropriate communications activity during an emergency without recourse to members, should the situation require an immediate respons</p>	1. – 3. Executive/ Leader	<p>1. Chief Executive, Executive Directors, Deputy Chief Executive &amp; Heads of Service</p> <p>2. Chief Executive, Executive Directors, Deputy Chief Executive</p>

**PART 3  
(PART D)**

	<p>3. To incur expenditure essential to meet any immediate needs created by an emergency in accordance with the Financial Regulations</p>		<p>3. Heads of Service with agreement of the Executive/ Leader or, if the Executive/ Leader is unavailable and in cases of extreme emergency only, the relevant Portfolio Holder</p>
<p>Proper Officer</p>	<p>1. To sign summonses to Council Meetings and to receive notices regarding addresses to which summons to meeting is to be sent under provisions of paragraphs 4(2)(b) and 4(3) of Schedule 12 to the Local Government Act 1972.</p> <p>2. To be appointed "Proper Officer" in relation to the following provisions of the Local Government Act 1972:</p> <ul style="list-style-type: none"> <li>a. Sections 83(1) to (4) - Witness and receipt of acceptance of office</li> <li>b. Section 84 – Receipt of declaration of resignation of office</li> <li>c. Section 89 (1) (b): Receipt of notice of casual vacancy from two local electors</li> <li>d. Section 229(5): Certification of photographic copies of document</li> <li>e. Sections 234(1) and (2): Authentication of documents</li> <li>f. Section 88 (2): Convening of meeting to fill casual vacancy in the office of Chairman</li> <li>g. Section 204(3): Receipt</li> </ul>		<p>1. Chief Executive or in his/her absence the Monitoring Officer</p> <ul style="list-style-type: none"> <li>a. Chief Executive</li> <li>b. Chief Executive</li> <li>c. Head of Legal, Equalities and Democratic Services</li> <li>d. Head of Legal, Equalities and Democratic Services</li> <li>e. Head of Legal, Equalities and Democratic Services</li> <li>f. Chief Executive</li> <li>g. Head of Legal,</li> </ul>

**PART 3  
(PART D)**

	of application for licence under Sch 2 of Licensing Act 1964		Equalities and Democratic Service
	h. Section 210 (6) and (7): Charity functions of holders of offices with existing authorities transferred to holders of equivalent office with new authorities, or, if there is no such office to “Proper officers”		h. Head of Legal, Equalities and Democratic Services
	i. Section 212(1) and (2): Proper Officer to act as Local Registrar for Land Charges Act 1925		i. Head of Legal, Equalities and Democratic Services
	j. Section 225: Deposit of documents		j. Head of Legal, Equalities and Democratic Services
	k. Section 236(9): To send copies of .byelaws for parish records		k. Head of Legal Equalities and Democratic Services
	l. Section 236(10): To send copies of byelaws to the County Council		l. Head of Legal, Equalities and Democratic Services
	m. Section 238: Certification of byelaws		m. Head of Legal, Equalities and Democratic Services
	n. Section 228 (3): Accounts of “any Proper Officer” to be open to inspection by any member.		n. Head of Resources
	o. Section 191: Function with respect to ordnance survey		o. Head of Planning
	p. Schedule 16 para 28: Receipt on deposit of lists of protected		p. Head of Planning

**PART 3  
(PART D)**

	<p>buildings (Section 54(4) of the Town and Country Planning Act 1971)</p> <p>q. Sections 115(2) and 146(1)(a) and (b): Receipt of money due from officers declaration and certificates with regard to securities</p> <p>r. Section 151</p>		<p>q. Head of Resources</p> <p>r. Head of Resources</p>
<p>Regulation of Investigatory Powers Act</p>	<ol style="list-style-type: none"> <li>1. To review revise and update the Council's RIPA policy</li> <li>2. Under the provisions of Part 1 chapter 2 of the Regulation of Investigatory Powers Act 2000 relating to the Accessing of Communications Data, to appoint officers to act as SPOCs (Single Point of Contact)</li> <li>3. In relation to requests for Directed Surveillance, to sign all necessary documents and forms whether by way of Authorisation, Review, or Cancellation</li> <li>4. In relation to any request for surveillance where it is considered likely that confidential information will be obtained, to sign all necessary documents and forms whether by way of Authorisation, Review or Cancellation</li> <li>5. In relation to requests for Covert Human Intelligence Sources where the source is aged under 18, to sign all necessary documents and forms whether by way of Authorisation, Review, or Cancellation.</li> </ol>	<p>1. – 7. Council</p>	<ol style="list-style-type: none"> <li>1. Head of Legal, Equalities and Democratic Services</li> <li>2. Head of Legal, Equalities and Democratic Services</li> <li>3. Heads of Service authorised to do so under Appendix 2 of the RIPA policy</li> <li>4. Chief Executive or in his absence the Executive Director of Services</li> <li>5. Chief Executive or in his absence the Executive Director of Services</li> </ol>

**PART 3  
(PART D)**

	6. In relation to requests for Urgent Oral Authorisations  7. To maintain the central record of authorisations		6. Heads of Service and senior managers authorised to do so under Appendix 2 of the RIPA policy  7. The Information Management Team under the supervision of the Head of Business Transformation
Urgent Business	To determine matters requiring attention as a matter of such urgency that formal reporting to Council, Cabinet or Committee is not possible	Council or Executive/ Leader (as appropriate)	Chief Executive in consultation with the Executive/ Leader, s151 Officer and the Monitoring Officer

**2. Monitoring Officer**

<b>Subject</b>	<b>Detail</b>	<b>Delegated by:</b>	<b>Delegated to:</b>
Constitution and Scheme of Delegation – amendments	<ol style="list-style-type: none"> <li>1. To make amendments to the Scheme of Delegation and other areas of the Constitution in order to reflect changes in legislation or regulations, job titles and the reallocation of functions of the Council between departments, provided that the amendments do not extend or reduce the existing delegations or other powers and duties currently listed in the Constitution</li> <li>2. To make amendments to that part of the Constitution which comprises the Management Arrangements to the extent that such amendment reflects either a change in personnel or changes to the corporate structure which have been agreed by Council</li> </ol>	Council	Monitoring Officer
Independent	To undertake all the administrative	Council	Monitoring Officer

**PART 3  
(PART D)**

<p>Members of Standards Committee</p>	<p>arrangements in respect of the recruitment of the Independent Member on the Standards Committee, including</p> <ul style="list-style-type: none"> <li>• Short listing of candidates in consultation with the Chairman of the Standards Committee for interview by the Appointments Committee;</li> <li>• where only one candidate meets the essential criteria, in consultation with the Chairman of the Standards Committee to make recommendations to Council</li> </ul>		
<p>Outside Bodies</p>	<p>To maintain and amend a list of external bodies and organisations to which Members have been appointed by the Council</p>	<p>Council</p>	<p>Monitoring Officer in consultation with the Leader</p>