CORPORATE DELEGATIONS

1. Corporate

Subject	Detail	Delegated by:	Delegated to:
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.	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. [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 effect on Bromsgrove than it would on any other area.] 2. To respond to consultations by the County Council in respect of proposals to carry out alterations to schools in the District or nearby.	1. & 2. Council	1. The Leader and Chief Executive in consultation with the relevant Director. 2. Chief Executive following consultation with the relevant Ward Members.

Emergencies.	1. To act in accordance with the delegated	1. - 3. Cabinet Leader.	1. Chief Executive,

	procedures set out in the Emergency Plan. 2. To enable Officers to undertake appropriate communications activity during an emergency without recourse to members, should the situation require an immediate response. 3. To take any action and to incur expenditure essential to meet any immediate needs created by an emergency, including a cyber security attack, in accordance with the Financial Regulations. 4. To take any decisions, including key decisions, where any delay in taking the decision would seriously prejudice the Council's or the public interest to the extent that it is appropriate to exercise emergency powers. The Chief Executive will report any such decision to the next meeting of Council.		Deputy Chief Executive, Directors. 2. Chief Executive, Deputy Chief Executive, Executive Director. 3. Assistant Directors with agreement of the Cabinet/ Leader or, if the Cabinet/ Leader is unavailable and in cases of extreme emergency only, the relevant Portfolio Holder. 4. Chief Executive or other Directors in his/her absence, following consultation with the Leader or, in his/her absence, the Deputy Leader
Proper Officer.	1. To sign summonses to Council Meetings and to receive notices regarding addresses to which		1. Chief Executive or in his/her absence the

	summons to meeting is to be sent under provisions of paragraphs 4(1A) and 4(1B) of Schedule 12 to the Local Government Act 1972. 2.To be appointed "Proper Officer" in relation to the following provisions of the Local Government Act 1972: a. Sections 83(1) to (4) - Witness and receipt of acceptance of office. b. Section 84 - Receipt of declaration of resignation of office. c. Section 89 (1) (b): Receipt of notice of casual vacancy from two local electors. d. Section 229(5): Certification of photographic copies of document. e. Sections 234(1) and (2): Authentication of documents. f. Section 88 (2): Convening of meeting to fill casual vacancy in the office of Chairman. g. Section 210 (6) and (7): Charity functions of holders of offices with existing authorities transferred to		Monitoring Officer. a. Chief Executive. b. Chief Executive. c. Assistant Director of Legal, Democratic and Procurement Services. d. Assistant Director of Legal, Democratic and Procurement Services. e. Assistant Director of Legal, Democratic and Procurement Services. f. Chief Executive. g. Assistant Director of Legal, Democratic and

	holders of equivalent office with new authorities, or, if there is no such office to "Proper Officers".		Procurement Services.
	h. Section 225: Deposit of documents.		h. Assistant Director of Legal, Democratic and Procurement Services.
	i. Section 236(9): To send copies of byelaws for parish records.		i. Assistant Director of Legal, Democratic and Procurement Services.
	j. Section 236(10): To send copies of byelaws to the County Council.		j. Assistant Director of Legal, Democratic and Procurement Services.
	k. Section 238: Certification of byelaws.		k. Assistant Director of Legal, Democratic and Procurement Services.
	l. Section 228 (3): Accounts of "any Proper Officer" to be open to inspection by any member.		l. Director of Finance.
	m. Section 191: Function with respect to ordnance survey.		m. Assistant Director of Planning, Leisure and Cultural Services.
	n. Sections 115(2) and 146(1) (a) and (b): Receipt of money due from Officers declaration and certificates with regard to securities.		n. Director of Finance.
	o. Section 151.		o. Director of Finance.

Regulation of Investigatory Powers Act.	1. To review, revise and update the Council's RIPA policy. 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). 3. To grant authorisations, subject to approval by the Magistrate's Court, under the Regulation of Investigatory Powers Act (RIPA) 2000 to conduct covert surveillance. 4. In relation to requests for Directed Surveillance, including authorisation as referred to above, to sign all necessary documents and forms whether by way of Authorisation, Review, or Cancellation 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.	1. – 7. Council	1. Assistant Director of Legal, Democratic and Procurement Services. 2. Assistant Director of Legal, Democratic and Procurement Elections Services. 3. Assistant Directors authorised to do so under Appendix 2 of the RIPA policy. 4. Assistant Directors authorised to do so under Appendix 2 of the RIPA policy. 5. Chief Executive or in his/her absence the Deputy Chief Executive.

	6. To maintain the central record of documents, relating to RIPA policy, including authorisations. 7. To carry out all necessary action to ensure that the Office of Surveillance Commissioners is satisfied with the Council's Policy and Procedures in respect of RIPA.		6. The Information Management Team under the supervision of the Assistant Director - Corporate Services and Transformation. 7. Assistant Director of Legal, Democratic and Procurement Services.
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 Cabinet/ Leader (as appropriate).	Chief Executive in consultation with the Cabinet/ Leader, s151 Officer and the Monitoring Officer, together with, where appropriate, the Chairman of the Overview and Scrutiny Board.

2. Monitoring Officer

Subject	Detail	Delegated by:	Delegated to:
Constitution and Scheme of Delegation - amendments.	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.	Council.	Monitoring Officer.
	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.		Monitoring Officer.
Independent Members of Audit, Standards & Governance Committee.	To undertake all the administrative arrangements in respect of the recruitment of the Independent Member on the Committee, including • Short listing of candidates in consultation with the Chairman of the Committee for interview by the Appointments Committee; • Where only one candidate meets the essential criteria, in consultation with the Chairman of the Committee to make recommendations to Council.	Council.	Monitoring Officer.
Independent Person	To make any future appointments to the role of Independent Person.	Council	Monitoring Officer

Outside Bodies.	To maintain and amend a list of external bodies and organisations to which Members have been appointed by the Council.	Council.	Monitoring Officer following consultation with the Leader.