

## CORPORATE DELEGATIONS

<b>Corporate</b>		<b><i>Detail</i></b>	<b><i>Delegated by:</i></b>	<b><i>Delegated to:</i></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	1. To respond on behalf of the Council to consultation documents	1. & 2. Council	1. Chief Executive, Executive Directors, Assistant Chief Executive, Heads of Service in consultation with members in such manner as the Chief Executive

		2. To respond to consultations by the County Council in respect of proposals to carry out alterations to schools in the District or nearby		considers appropriate  2. Chief Executive in consultation with the relevant Ward Members
	Emergencies	1. To act in accordance with the delegated 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 incur expenditure essential to meet any immediate needs created by an emergency in accordance with the Financial Regulations	1. – 3. Cabinet	1. Chief Executive, Executive Directors, Assistant Chief Executive & Heads of Service  2. Chief Executive, Executive Directors, Assistant Chief Executive  3. Heads of Service with agreement of the Leader or, if

				the Leader is unavailable and in cases of extreme emergency only, the relevant Portfolio Holder
	Proper Officer	<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> <p>a. Sections 83(1) to (4) (Witness and receipt of declarations of acceptance of office)</p> <p>b. Section 84 (Receipt of declaration of resignation of office)</p> <p>c. Section 89 (1) (b) (Receipt of notice of casual vacancy from two local government electors)</p>		<p>1. Chief Executive or in his/her absence the Monitoring Officer</p> <p>a. Chief Executive</p> <p>b. Chief Executive</p> <p>c. Head of Legal, Equalities and Democratic Services</p>

		d. Section 229(5) (Certification of photographic copies of documents)		d. Head of Legal, Equalities and Democratic Services
		e. Sections 234(1) and (2) (Authentication of documents)		e. Head of Legal, Equalities and Democratic Services
		f. Section 88(2) (Convening of meeting of Council to fill casual vacancy in the office of Chairman)		f. Chief Executive
		g. Section 204(3) (Receipt of application for licence under Sch.2 of Licensing Act 1964)		g. Head of Legal, Equalities and Democratic Services
		h. Sections 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

		<p>i. Sections 212(1) and (2) ("Proper Officer" to act as local registrar for Land Charges Act 1925 ("Proper Officer" for this Section is defined by Section 19 of that Act))</p> <p>j. Section 225(1) (Deposit of documents)</p> <p>k. Section 236(9) (To send copies of byelaws for parish records)</p> <p>l. Section 236(10) (To send copies of byelaws to the County Council)</p> <p>m. Section 238 (Certification of byelaws)</p> <p>n. Section 228(3) (Accounts of "any Proper Officer" to be open to inspection by an member)</p>		<p>i. Head of Legal, Equalities and Democratic Services</p> <p>j. Head of Legal, Equalities and Democratic Services</p> <p>k. Head of Legal, Equalities and Democratic Services</p> <p>l. Head of Legal, Equalities and Democratic Services</p> <p>m. Head of Legal, Equalities and Democratic Services</p> <p>n. Head of Financial Services</p>
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		<p>of the authority)</p> <p>o. Section 191 (Functions with respect to ordnance survey)</p> <p>p. Schedule 16 - para 28 (Receipt on deposit of lists of protected 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 declarations and certificates with regard to securities)</p> <p>r. Section 151</p>		<p>o. Head of Planning and Environment Services</p> <p>p. Head of Planning and Environment Services</p> <p>q. Head of Financial Services</p> <p>r. Head of Financial Services</p>
	Regulation of Investigatory Powers Act	<p>1. To review revise and update the Council's RIPA policy</p> <p>2. Under the provisions of Part 1 chapter 2 of the Regulation of Investigatory Powers Act 2000</p>	1. – 7. Council	<p>1. Head of Legal, Equalities and Democratic Services</p> <p>2. Head of Legal, Equalities</p>

		<p>relating to the Accessing of Communications Data, to appoint officers to act as SPOCs (Single Point of Contact)</p> <p>3. In relation to requests for Directed Surveillance, to sign all necessary documents and forms whether by way of Authorisation, Review, or Cancellation</p> <p>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</p> <p>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.</p> <p>6. In relation to requests for Urgent Oral Authorisations</p>		<p>and Democratic Services</p> <p>3. Heads of Service authorised to do so under Appendix 2 of the RIPA policy</p> <p>4. Chief Executive or in his absence the Executive Director of Services</p> <p>5. Chief Executive or in his absence the Executive Director of Services</p> <p>6. Heads of Service and senior managers authorised to do so under</p>
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		7. To maintain the central record of authorisations		Appendix 2 of the RIPA policy  7. The Data Protection Officer under the supervision of the Head of Service for E Government and Customer 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 (as appropriate)	Chief Executive in consultation with the Leader, s151 Officer and the Monitoring Officer

<b>Monitoring Officer</b>		<b><i>Detail</i></b>	<b><i>Delegated by:</i></b>	<b><i>Delegated to:</i></b>
	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	Council	Monitoring Officer

		<p>between departments, provided that the amendments do not extend or reduce the existing delegations or other powers and duties currently listed in the Constitution</p> <p>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</p>		
	Independent Members of Standards Committee	<p>To undertake all the administrative arrangements in respect of the recruitment of the Independent Member on the Standards Committee, including</p> <ul style="list-style-type: none"> <li>• shortlisting 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>	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