

Statutory and proper officer appointments

Appointment of proper officers

1. Proper officers are appointed by full council.
2. Any statutory or proper officer authority may be exercised in the name of the statutory or proper officer by any senior officer authorised in writing to do so by the statutory or proper officer. All such authorisations will be deposited with the executive head of business relationship management and democracy and will be open to inspection with this constitution.

Responsibilities and proper officers

Chief executive

Local Government Act, 1974

Section 30(5) - Giving notice that copies an ombudsman's report are available.

All legislation

Any statutory responsibilities not assigned to other posts

Monitoring officer

Local Government and Housing Act, 1989

Section 5 – Monitoring Officer

Chief finance officer

Local Government Act, 1972

Section 115(2) – Accountability of officers

Section 146(1) – Transfer of securities on alteration of area etc.

Section 151 – Financial administration

Section 228(3) – Making accounts available for councillors to look at

Local Government Finance Act, 1988

Section 114 – Functions of responsible officer as regards reports

Local Government Act, 2003

Section 25 – Budget Calculations: Report on robustness of estimates, etc.

Money laundering Regulations, 2003

Regulation 7 – Being told about suspected money laundering.

Returning Officer

Representation of the People Act, 1983

Section 81, 82 and 89 – Receiving election expense declarations and returns and holding them for the public to look at

Local Government Act, 2000

Section 34 – Referendum following petition

Local Elections (Principal Area) Rules 1986

Rule 46 – Keeping documents after an election and making them available for the public to look at.

Electoral Registration Officer

Representation of the People Act, 1983

Section 9 – The duty to maintain a register of electors.

Executive head of business relationship management and democracy

Local Government Act, 1972

Section 83(1) to (4) - Witnessing and receiving declarations of office

Section 84(1) - Receiving a councillor's resignation

Section 88(2)- calling a full council meeting to elect a chair if there is a casual vacancy

Section 89(1) – Giving notice of a casual vacancy

Section 100 (except 100(d) – Opening meetings to the public

Section 191 – Receiving applications under Section 1 of the Ordnance Survey Act, 1841

Section 225 – Depositing documents

Section 229(5) – Certifying photocopies of documents

Section 238 – Certifying byelaws

Section 248 – Keeping a list of freemen of the city

Schedule 12, para 4(2)(b) – Signing the summons to full council

Schedule 14, para 25 – Certifying resolutions passed under this paragraph

Local Government (Miscellaneous Provisions) Act, 1976

Section 41(1) – Certifying copies of resolutions and minutes

Local Government (Committees and Political Groups Regulations, 1990

Dealing with political balance on committees

Local Government Act, 2000

Section 97 (1) – Access to Information: compiling lists of background papers

Executive head of strategy, people and neighbourhoods

Local Government and Housing Act, 1989

Section 2(4) – Keeping the list of politically restricted posts

Local Authorities (Standing Orders) (England) Regulations, 2001

Giving notice of appointments and dismissals of officers in accordance with the Regulations.

Public Health Act, 1936

Section 85(2) – Serving a notice requiring action to deal with verminous people and things

Public Health Act, 1961

Section 37 – Controlling verminous things

Public Health (Control of Disease) Act, 1984

Section 11 – Being told about cases of notifiable disease or food poisoning

Section 18 – Getting information about cases of notifiable disease or food poisoning

Section 20 – Stopping of water to prevent spread of disease

Section 21 – Excluding children from school if they are likely to carry a notifiable disease.

Section 22 – Asking for the names and addresses of pupils at a school or department of a school.

Section 24 – Infected articles not to be taken or sent to be washed or cleaned

Section 29 – Letting of house or room after recent case of notifiable disease

Section 31 – Disinfection of premises

Section 32 – Certifying the need to remove someone from an infected house

Section 36 – Issuing certificates to get an order to examine people believed to be carrying notifiable diseases.

Section 40 – Getting a warrant to examine residents of a common lodging-house

Section 42 – Closure of common lodging-house on account of notifiable disease

Section 43 – Certifying that the body of someone who dies in hospital from a notifiable disease must not be moved except to be taken to a mortuary or immediately buried or cremated.

Section 48 – Certifying that it would be a health risk to keep a body in a building.

Section 59 – Authenticating documents about things they are responsible for

Public Health (Infectious Diseases) Regulations, 1988

Regulations 6, 8, 9, 10 and Schedules 3 and 4

National Assistance Act, 1948

Section 47 – Taking people in need of care and attention to a suitable place

National Assistance (Amendment) Act, 1951

Section 1 – Certifying the need for immediate action

Executive head of service for regeneration and development

Local Government Act, 1972

Schedule 16, Para 28 – Keeping lists of buildings of special architectural or historic interest

All heads of service

Local Government Act, 1972

Section 100(d) – Listing background papers for reports and making copies available.

Section 234 – Authenticating documents