

**The City Solicitor is authorised<sup>1</sup> to discharge the following functions in relation to <sup>2</sup>**

**1) Legal Services including:-**

- a) Provision of legal advice and related support services;
- b) Functions relating to the role of Solicitor to the Council including:-
  - i) taking any action intended to give effect to a decision of the Executive (taken under the Leader's executive arrangements);
  - ii) the commencement, defence, withdrawal or settlement of proceedings; and
  - iii) the authorisation of Council officers to conduct legal matters in court.

**2) Democratic Services including support to elected members in their responsibilities, particularly in respect of:-**

- a) The Leader of Council;
- b) Councillors via group support offices;
- c) The full Council meeting;
- d) Executive Board;
- e) Committees appointed by full Council;
- f) Scrutiny of the Executive;
- g) Training and development of councillors; and
- h) Management and oversight of the Members' Allowances Scheme.

**3) Supporting the corporate governance of the council, particularly in respect of:-**

- a) The requirements of the Members' Code of Conduct;
- b) Compliance with access to information requirements;
- c) Upkeep of the constitution; and
- d) Preparation of the Annual Governance Statement.

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<sup>1</sup> Save where the Leader or the relevant Portfolio Holder has directed or the Director considers that the matter should be referred to Executive Board for consideration.

<sup>2</sup> Together with similar and ancillary functions which have not been delegated to another Director.