

The Assistant Chief Executive (Corporate Governance)

With the exception of those matters where an appropriate Executive Member¹ has directed that the delegated authority should not be exercised and that the matter should be referred to the Executive Board for consideration², the Assistant Chief Executive (Corporate Governance)³ is authorised to:

- (a) act as Solicitor to the Council and to take any action intended to give effect to a decision of the Executive or an officer, including the commencement, defence, withdrawal or settlement of proceedings, and the authorisation of Council officers to conduct legal matters in court;
- (b) discharge any function⁴ of the Executive in relation to:
 - (i) the management of corporate governance;
 - (ii) land charges;
 - (iii) vehicle licensing, other licensing⁵ and enforcement;
 - (iv) elections;
 - (v) data protection, human rights, freedom of information and the regulation of surveillance activities;
 - (vi) the registration of births, deaths, marriages and civil partnerships;
 - (vii) the management of matters relating to Members, the Lord Mayor, committees and scrutiny support;
 - (viii) parish councils; and
 - (ix) procurement and purchasing.

¹ An "appropriate Executive Member" is the Leader or other appropriate portfolio-holding Member of the Executive Board

² The Assistant Chief Executive may consider in respect of any matter that the delegated authority should not be exercised and that it should be referred to the Executive Board for consideration

³ The fact that a function has been delegated to the Assistant Chief Executive does not require the Assistant Chief Executive to give the matter his/her personal attention and the Assistant Chief Executive may arrange for such delegation to be exercised by an officer of suitable experience and seniority. However the Assistant Chief Executive remains responsible for any decision taken pursuant to such arrangements.

⁴ "Function" for these purposes is to be construed in a broad and inclusive fashion and includes the doing of anything which is calculated to facilitate or is conducive or incidental to the discharge of any of the specified functions. The delegation also includes the appointment of the Assistant Chief Executive as "proper officer" for the purpose of any function delegated to him/her under these arrangements. Note, however, for purposes of data protection, human rights, freedom of information, and the regulation of surveillance activities "function" is limited to preparing policies and strategies for approval, guidance and advice, notification and dealings with the Information Commissioner generally, and monitoring compliance.

⁵ Under the Licensing Act 2003, and the Gambling Act 2005.