

APPENDIX A

SCHEME OF SUB-DELEGATION:

ASSISTANT CHIEF EXECUTIVE (CORPORATE GOVERNANCE)

Introduction

The Assistant Chief Executive (Corporate Governance) may sub-delegate to another officer or officers of suitable experience and seniority any function which has been delegated to her under the Council and Executive Officer delegation schemes.

This scheme sets out how decisions are made within Legal and Democratic Services. It sets out which officers have authority to make decisions under the Assistant Chief Executive (Corporate Governance)'s delegated powers, and subject to which terms and conditions.

Although the Assistant Chief Executive (Corporate Governance) authorises other officers to take delegated decisions, each decision is still the personal responsibility of the Assistant Chief Executive (Corporate Governance).

Definitions:

For the purpose of this sub-delegation scheme the following definitions apply:

Chief Officers	<ul style="list-style-type: none">• Chief Democratic Services Officer• Chief Legal Services Officer• Chief Procurement Officer.
Managers	<ul style="list-style-type: none">• Head of Development and Regulatory Unit• Head of Community Services and Litigation• Head of Property Finance and Technology• Head of Public Services

Authority of the Chief Legal Services Officer

The Chief Legal Services Officer may exercise the delegated authority of the Assistant Chief Executive (Corporate Governance) in her absence, in respect of all functions delegated to her.

The Assistant Chief Executive (Corporate Governance) has also nominated the Chief Legal Services Officer to act as deputy Monitoring Officer where she is unable to act owing to absence or illness¹.

¹ Section 5(7) Local Government and Housing Act 1989

APPENDIX A

Sub-delegation by the Assistant Chief Executive (Corporate Governance)

In addition, the Assistant Chief Executive (Corporate Governance) sub-delegates her authority as set out below:

SECTION 1: RESPONSIBILITY FOR LOCAL CHOICE FUNCTIONS DELEGATED TO ASSISTANT CHIEF EXECUTIVE (CORPORATE GOVERNANCE)

Table 1

Local Choice Functions²	Decision Making Body	Sub-delegation of functions to officers
Functions under a local Act	Executive Board	Chief Legal Services Officer
To appoint review boards under the Social Security Act 1998 ³	Full Council	Chief Democratic Services Officer
To make arrangements for appeals against exclusion of pupils ⁴	Full Council	Chief Democratic Services Officer
To make arrangements for appeals regarding school admissions ⁵	Full Council	Chief Democratic Services Officer
To make arrangements for appeals by governing bodies ⁶	Full Council	Chief Democratic Services Officer
To make arrangements to enable questions to be put at Council meetings on the discharge of the functions of a police authority ⁷	Full Council	Chief Democratic Services Officer

² Local Authorities (Functions and Responsibilities) (England) Regulations 2000, Schedule 2

³ S34(4) Social Security Act 1998

⁴ S67(1) and Schedule 18 Education Act 1998

⁵ S94(1)(1A) and (4) School Standards and Framework Act 1998

⁶ S95(2) School Standards and Framework Act 1998

⁷ S20 Police Act 1996

APPENDIX A

SECTION 2: COUNCIL (NON-EXECUTIVE) FUNCTIONS:

SPECIFIC DELEGATIONS:

1. Licensing and Regulatory

Table 2

	Function⁸	Sub-delegation of function to Officer	Terms and Conditions of Sub-delegation
(a)	To license hackney carriages and private hire vehicles	<ul style="list-style-type: none"> • Chief Legal Services Officer • Head of Public Services • Taxi and Private Hire Licensing Section Manager • Principal Officers • Licensing Officers 	<ul style="list-style-type: none"> • Renewals only
(b)	To license drivers of hackney carriages and private hire vehicles	<ul style="list-style-type: none"> • Chief Legal Services Officer • Head of Public Services • Taxi and Private Hire Licensing Section Manager • Principal Officers • Licensing Supervisors 	<ul style="list-style-type: none"> • In absence of Taxi and Private Hire Licensing Section Manager only • To issue only in the absence of Principal Officers where the CRB is clean or application has been approved by

⁸ Under the Officer Delegation Scheme (Council (non-executive) functions, the Assistant Chief Executive (Corporate Governance) is not authorised to discharge those functions marked * where objections have been received.

APPENDIX A

			Principal Officers or Section Manager where there are convictions
(c)	To license operators of hackney carriages and private hire vehicles	<ul style="list-style-type: none"> • Chief Legal Services Officer • Head of Public Services • Taxi and Private Hire Licensing Section Manager • Principal Officers • Licensing Officers 	<ul style="list-style-type: none"> • Renewals only
(d)	*To register pool promoters	<ul style="list-style-type: none"> • Chief Legal Services Officer • Head of Public Services • Entertainment Licensing Section Manager • Principal Licensing Officer • Principal Liaison and Enforcement Officer • Licensing Officer 	
(e)	*To grant track betting licences	<ul style="list-style-type: none"> • Chief Legal Services Officer • Head of Public Services • Entertainment Licensing Section Manager • Principal Licensing Officer • Principal Liaison and Enforcement Officer • Licensing Officer 	
(f)	*To license inter-track betting schemes	<ul style="list-style-type: none"> • Chief Legal Services Officer • Head of Public Services • Entertainment Licensing Section Manager • Principal Licensing Officer • Principal Liaison and Enforcement Officer • Licensing Officer 	
(g)	*To grant permits in respect of premises with amusement machines	<ul style="list-style-type: none"> • Chief Legal Services Officer • Head of Public Services • Entertainment Licensing Section Manager • Principal Licensing Officer • Principal Liaison and Enforcement Officer • Licensing Officer 	
(h)	*To register societies wishing to promote lotteries	<ul style="list-style-type: none"> • Chief Legal Services Officer • Head of Public Services 	

APPENDIX A

		<ul style="list-style-type: none"> • Entertainment Licensing Section Manager • Principal Licensing Officer • Principal Liaison and Enforcement Officer • Licensing Officer 	
(i)	*To grant permits in respect of premises where amusements with prizes are provided	<ul style="list-style-type: none"> • Chief Legal Services Officer • Head of Public Services • Entertainment Licensing Section Manager • Principal Licensing Officer • Principal Liaison and Enforcement Officer • Licensing Officer 	
(j)	*To license sex shops and sex cinemas	<ul style="list-style-type: none"> • Chief Legal Services Officer • Head of Public Services • Entertainment Licensing Section Manager • Principal Licensing Officer • Principal Liaison and Enforcement Officer • Licensing Officer 	
(k)	*To license performance of hypnotism	<ul style="list-style-type: none"> • Chief Legal Services Officer • Head of Public Services • Entertainment Licensing Section Manager • Principal Licensing Officer • Principal Liaison and Enforcement Officer • Licensing Officer 	
(l)	*To issue cinema and cinema club licences ⁹	<ul style="list-style-type: none"> • Chief Legal Services Officer • Head of Public Services • Entertainment Licensing Section Manager • Principal Licensing Officer • Principal Liaison and 	

⁹ Under the Licensing Act 2003 this will be a licensable activity and the function of granting or varying a licence to authorise this activity will be discharged by the Licensing Committee. Between 7 February 2005 and a date to be appointed by the Secretary of State, the Licensing and Regulatory Panel will deal with new applications or requests for immediate variations for these types of licence, and the Assistant Chief Executive (Corporate Governance) may do so under delegated authority. The Licensing Committee will deal with conversions to and variations of licences under the Licensing Act 2003. Licences granted by the Licensing Committee will come into force from the appointed date and licences granted by the Licensing and Regulatory Panel or the Assistant Chief Executive (Corporate Governance) under delegated authority will then lapse.

APPENDIX A

		<ul style="list-style-type: none"> • Enforcement Officer • Licensing Officer 	
(m)	*To issue theatre licences ¹⁰	<ul style="list-style-type: none"> • Chief Legal Services Officer • Head of Public Services • Entertainment Licensing Section Manager • Principal Licensing Officer • Principal Liaison and Enforcement Officer • Licensing Officer 	
(n)	*To issue entertainments licences ¹¹	<ul style="list-style-type: none"> • Chief Legal Services Officer • Head of Public Services • Entertainment Licensing Section Manager • Principal Licensing Officer • Principal Liaison and Enforcement Officer • Senior Liaison and Enforcement Officer 	
(o)	*To license night cafes ¹²	<ul style="list-style-type: none"> • Chief Legal Services Officer • Head of Public Services • Entertainment Licensing Section Manager • Principal Licensing Officer • Principal Liaison and Enforcement Officer • Licensing Officer 	
(p)	*To license dealers in game and the killing and selling of game	<ul style="list-style-type: none"> • Chief Legal Services Officer • Head of Public Services • Entertainment Licensing Section Manager • Principal Licensing Officer • Principal Liaison and Enforcement Officer • Licensing Officer 	
(q)	*To license scrap yards	<ul style="list-style-type: none"> • Chief Legal Services Officer • Head of Public Services • Entertainment Licensing Section Manager • Principal Licensing Officer 	

¹⁰ see footnote above

¹¹ see footnote above

¹² see footnote above

APPENDIX A

		<ul style="list-style-type: none"> • Principal Liaison and Enforcement Officer • Licensing Officer 	
(r)	*To approve premises for the solemnisation of marriages	<ul style="list-style-type: none"> • Chief Legal Services Officer • Head of Public Services • Entertainment Licensing Section Manager • Principal Licensing Officer • Principal Liaison and Enforcement Officer • Licensing Officer 	
(s)	*To license persons to collect for charitable and other causes	<ul style="list-style-type: none"> • Chief Legal Services Officer • Head of Public Services • Entertainment Licensing Section Manager • Principal Licensing Officer • Principal Liaison and Enforcement Officer • Licensing Officer 	
(t)	To register motor salvage operators	<ul style="list-style-type: none"> • Chief Legal Services Officer • Head of Public Services • Entertainment Licensing Section Manager • Principal Licensing Officer • Principal Liaison and Enforcement Officer • Licensing Officer 	

Licensing Functions delegated by Licensing Committee:

Functions	Sub-delegation of function to Officer	Terms and Conditions of Sub-delegation
The licensing functions ⁸ of the licensing authority which are delegated to the Assistant Chief Executive (Corporate Governance) ¹³	<ul style="list-style-type: none"> • Head of Public Services • Section Head Entertainment Licensing • Principal Licensing Officer 	<ul style="list-style-type: none"> • All functions • To issue licences only • To issue

⁸ "Licensing functions" means functions under the 2003 Act

¹³ Exceptions to the authority of the Assistant Chief Executive (Corporate Governance) are set out in Section 2C of Part 3 of the Constitution

APPENDIX A

	<ul style="list-style-type: none"> • Senior Licensing Officer 	<p>licences only</p> <ul style="list-style-type: none"> • To issue licences only
--	--	---

2. Functions relating to elections

Table 3

	Functions	Sub-delegation of function to Officer	Terms and Conditions of Sub-delegation
(a)	Functions in relation to parishes and parish councils	<ul style="list-style-type: none"> • Chief Legal Services Officer • Head of Public Services • Electoral Services Manager 	<ul style="list-style-type: none"> • Consultation processes only • Consultation processes only • Consultation processes only
(b)	To dissolve small parish councils	<ul style="list-style-type: none"> • Chief Legal Services Officer • Head of Public Services • Electoral Services Manager 	<ul style="list-style-type: none"> • Consultation processes and publication of statutory notices only • Consultation processes and publication of statutory notices only • Consultation processes and publication of statutory notices only
(c)	To make orders for grouping parishes, dissolving groups and separating parishes from groups	<ul style="list-style-type: none"> • Chief Legal Services Officer • Head of Public Services 	<ul style="list-style-type: none"> • Consultation processes and publication of statutory notices only • Consultation processes and publication of statutory

APPENDIX A

		<ul style="list-style-type: none"> Electoral Services Manager 	<ul style="list-style-type: none"> notices only Consultation processes and publication of statutory notices only
(d)	To make temporary appointments to Parish Councils	<ul style="list-style-type: none"> Chief Legal Services Officer Head of Public Services Electoral Services Manager 	<ul style="list-style-type: none"> Consultation processes only Consultation processes only Consultation processes only

3. Functions relating to Standing Orders

Table 4

	Functions	Sub-delegation of function to Officer	Terms and Conditions of Sub-delegation
(a)	To make standing orders	Not delegated	
(b)	To make standing orders as to contracts	Not delegated	

GENERAL DELEGATIONS:

1. In relation to approvals, licences, permissions or registrations which come within the terms of the Assistant Chief Executive (Corporate Governance) authority: (see Table 2 above):

Table 5

Function	Approval, licence, permit or registration - see Table 2 above	Sub-delegation of function to Officer	Terms and Conditions of Sub-delegation

APPENDIX A

(a)	To impose conditions, limitations or restrictions	<ul style="list-style-type: none"> (a) - (c) • (d) - (t) 	<ul style="list-style-type: none"> • Chief Legal Services Officer • Head of Public Services • Taxi and Private Hire Licensing Section Manager • As set out in Table 2 	
(b)	To determine any terms to which they are subject	<ul style="list-style-type: none"> • (a) - (c) • (d) - (t) 	<ul style="list-style-type: none"> • Chief Legal Services Officer • Head of Public Services • Taxi and Private Hire Licensing Section Manager • As set out in Table 2 	
(c)	To determine whether and how to enforce any failure to comply	<ul style="list-style-type: none"> • (a) - (c) • (d) - (t) 	<ul style="list-style-type: none"> • Chief Legal Services Officer • Head of Public Services • Taxi and Private Hire Licensing Section Manager • Enforcement Officers • City Centre Wardens¹⁴ • Vehicle Inspectors • Chief Legal Services Officer • Head of Public Services • Entertainment Licensing Section Manager 	<ul style="list-style-type: none"> • (a) only
(d)	To amend, modify or vary	<ul style="list-style-type: none"> • (a) - (c) • (d) - (t) 	<ul style="list-style-type: none"> • Chief Legal Services Officer • Head of Public Services • Taxi and Private Hire Licensing Section Manager • As set out in Table 2 	
(e)	To revoke	<ul style="list-style-type: none"> • (a) - (c) 	<ul style="list-style-type: none"> • Chief Legal Services Officer • Head of Public Services • Taxi and Private Hire 	

¹⁴ Where authorised by the Taxi and Private Hire Licensing Section Manager

APPENDIX A

		<ul style="list-style-type: none"> • (d) - (t) 	<p>Licensing Section Manager</p> <ul style="list-style-type: none"> • Chief Legal Services Officer • Head of Public Services • Entertainment Licensing Section Manager 	
(f)	To determine whether a charge should be made or the amount of such a charge	<ul style="list-style-type: none"> • (a) - (t) 	<ul style="list-style-type: none"> • Chief Legal Services Officer 	

APPENDIX A

2. Maladministration payments/Health and Safety

Table 6

	Function	Sub-delegation of function to Officer	Terms and Conditions of sub-delegation
(a)	To make payments or provide other benefits in cases of maladministration ¹⁵	<ul style="list-style-type: none"> • Chief Officers • Managers 	<p>In respect of functions within their remit up to £10,000</p> <p>In respect of functions within their remit up to £1000</p>
(b)	Functions relating to health and safety under any relevant statutory provision within the meaning of Part 1 of the Health and Safety at Work Act 1974, to the extent that these functions are discharged otherwise than in the Council's capacity as employer.	<ul style="list-style-type: none"> • Chief Officers • Managers • Head of Scrutiny and Member Development • Head of Governance Services • Head of Civic and Ceremonial Support • Group Support Managers • Democratic Services Officer 	In respect of functions within their remit

3. Personnel Matters:

Table 7

	Function	Sub-delegation of function to Officer	Terms and Conditions of sub-delegation
(i)	To appoint staff within the approved establishment - i.e. to approve the filling of a vacancy and instigate the recruitment process	<ul style="list-style-type: none"> • Chief Officers 	In respect of functions within their remit
(ii)	To appoint staff on a temporary basis	<ul style="list-style-type: none"> • Chief Officers • Managers 	<p>In respect of functions within their remit</p> <p>In respect of functions</p>

¹⁵ Item 48 of Schedule 1 Local Authorities (Functions and Responsibilities) Regulations 2000

APPENDIX A

			within their remit
(iii)	To determine issues relating to officers' terms and conditions of employment and enter into such agreement as may be required to give effect to such determinations	As set out in the Schedule of General Authorisations for the Chief Executive's Department (Legal and Democratic Services) ¹⁶	

¹⁶ As amended by Chief Officers from time to time.

APPENDIX A

SECTION 3: EXECUTIVE FUNCTIONS:

GENERAL DELEGATIONS:

Financial

Table 8

	Function	Sub-delegation of function to Officer	Terms and Conditions of Sub-delegation
1.	<p>Revenue Expenditure</p> <p>(a) Following approval of departmental revenue budgets, Directors have authority to incur expenditure within those estimates with the exception of items being subject to separate release in accordance with Appendix B to Financial Procedure Rules.</p> <p>(b) To incur expenditure within the Revenue Budget in accordance with the virement procedures and delegated limits set out in Financial Procedure Rules.</p> <p>(c) In an emergency to incur immediately necessary expenditure which shall be reported to the Director of Resources at the first opportunity.</p>	<ul style="list-style-type: none"> • Chief Officers • Chief Officers • Chief Officers 	<p>In respect of functions within their remit</p> <p>In respect of functions within their remit</p> <p>In respect of functions within their remit</p>
2.	<p>Capital Expenditure</p> <p>(a) To incur expenditure on capital schemes in accordance with the arrangements set out in Financial Procedure Rules.</p> <p>(b) To accept tenders for construction works within specific limits as set out in Financial Procedure Rules.</p>	<ul style="list-style-type: none"> • Chief Officers • Chief Officers 	<p>In respect of functions within their remit</p> <p>In respect of functions within their remit</p>
3.	<p>Debts</p>		

APPENDIX A

	To write off debts (other than local taxation) in accordance with the procedures and maximum values set out in Financial Procedure Rules.	<ul style="list-style-type: none"> Chief Officers 	In respect of functions within their remit
4.	<p>Disposal of Property</p> <p>To dispose of property (including obsolete vehicles and plant, stores, old materials and scrap), other than property for resale, in accordance with the requirements of Financial Procedure Rules and Contracts Procedure Rules.</p>	<ul style="list-style-type: none"> Chief Officers 	In respect of functions within their remit
5.	<p>Payments</p> <p>To approve payments to suppliers prior to the receipt of goods in accordance with the limits set out in Financial Procedure Rules.</p>	As set out in the Schedule of General Authorisations for the Chief Executive's Department (Legal and Democratic Services) ¹⁷	
6.	<p>Cash Imprests and Disbursements</p> <p>(a) To authorise individual establishment cash imprests in accordance with the limits set out in Financial Procedure Rules.</p> <p>(b) To approve individual payments from cash imprests in excess of the limit set out in Financial Procedure Rules.</p>	<ul style="list-style-type: none"> Chief Officers Chief Officers 	<p>In respect of functions within their remit</p> <p>In respect of functions within their remit</p>
7.	<p>Stores Deficiencies and Surpluses</p> <p>To authorise the making good or otherwise of stores deficiencies up to the limit</p>	<ul style="list-style-type: none"> Chief Officers 	In respect of functions within their remit

¹⁷ As amended by Chief Officers from time to time.

APPENDIX A

	specified in Financial Procedure Rules.		
--	---	--	--

General

Table 9

8.	<p>Lost Property -</p> <p>To take responsibility for lost property found on council premises, including the registration of found items and the designation of a responsible officer</p>	<ul style="list-style-type: none"> Chief Officers 	In respect of functions within their remit
9.	<p>Data Protection, Human Rights, Surveillance activities, and Freedom of Information</p> <p>a) To implement and ensure compliance with:</p> <ul style="list-style-type: none"> the rules on data protection, human rights, surveillance activities, and freedom of information the Council's policies on these matters guidance and advice from the Assistant Chief Executive (Corporate Governance) on these matters. <p>b) To designate officers with specific responsibilities for these matters</p>	<ul style="list-style-type: none"> Chief Officers Chief Officers 	<p>In respect of functions within their remit</p> <p>In respect of functions within their remit</p>
10.	<p>Media</p> <p>To issue statements to the press and other news media about their delegated functions within the settled framework of Council policy</p>	<ul style="list-style-type: none"> Chief Officers Managers Head of Scrutiny and Member Development 	In respect of functions within their remit
11.	<p>Authorising Officers</p>		

APPENDIX A

	<p>To authorise officers possessing such qualifications as may be required by law or in accordance with the Council's policy, to take samples, carry out inspection, enter premises and generally perform the functions of a duly authorised officer of the Council (however described) and to issue any necessary certificates of authority</p>	<ul style="list-style-type: none"> Chief Officers 	<p>In respect of functions within their remit</p>
--	--	--	---

12.	Corporate procedures	Sub-delegation of function to Officer	Terms and Conditions of Sub-delegation
	<p>To take any action remitted to the Assistant Chief Executive (Corporate Governance) under corporate procedures</p>	<p>As set out in the Schedule of General Authorisations for the Chief Executive's Department (Legal and Democratic Services)¹⁸, and as set out below:</p>	
	<p><u>Contract Procedure Rules</u></p>		
	<p>2(5), 3.1(4)(ii) 10(1) 12(6) 13(1) 16(6) 20(8)</p>	<p>Chief Procurement Officer in respect of all functions listed in column 2</p>	
	<p><u>Contracts Procedure Rules - Code of Practice</u></p>		
	<p>16.2 17.1(b) 20.1 22.3 25.1 26.1 27.2</p>	<p>Chief Procurement Officer in respect of all functions listed in column 2</p>	

¹⁸ As amended by Chief Officers from time to time.

APPENDIX A

	28.3 29.1 36.1 37.1		
	Financial Procedure Rules		
	10.5 10.6 15.5 Appendix R-3.4	<ul style="list-style-type: none"> • Chief Procurement Officer • Chief Procurement Officer • Chief Procurement Officer • Head of Community Services and Litigation 	
13.	<p>Local Choice Functions (see Section 1, Part 3 of the Constitution) (a) Functions under a local act, unless otherwise specified in Regulation 2 or Schedule 1 of the Local Authorities (Functions and Responsibilities) Regulations 2000</p> <p>(b) To obtain particulars of persons interested in land</p>	<ul style="list-style-type: none"> • Chief Legal Services Officer • Chief Officers • Managers 	
14.	<p>Signature of Contracts - Local Government (Contracts) Act 1997 To sign certificates for contracts</p>	<ul style="list-style-type: none"> • Not delegated 	
15.	<p>Budget and policy framework</p> <p>To formulate initial proposals within the budget and policy framework</p>	<ul style="list-style-type: none"> • Chief Officers • Managers 	

Personnel issues

16.	Miscellaneous employment issues	As set out in the Schedule of General Authorisations for the Chief Executive's Department (Legal and Democratic Services) ¹⁹	
17.	Changes to Staff structure	Chief Officers	

¹⁹ As amended by Chief Officers from time to time.

APPENDIX A

SPECIFIC DELEGATIONS²⁰

With the exception of those matters where the Assistant Chief Executive (Corporate Governance) has directed that the delegated authority should not be exercised, the authority of the Assistant Chief Executive (Corporate Governance) in relation to discharging executive functions is delegated as follows:

Table 9

	Function	Sub-delegation of function to Officer	Terms and Conditions of Sub-delegation
(a)	To act as Solicitor to the Council 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	<ul style="list-style-type: none"> • Chief Legal Services Officer • Director of Environment and Neighbourhoods • Director of City Development 	<ul style="list-style-type: none"> • To issue particulars of claim for rent arrears and warrant applications; and to complete standard shop tenancies only • To renew tenancies under Landlord and Tenants Act 1954 - section 25 only
(b)(i)	Procurement and purchasing	<ul style="list-style-type: none"> • Chief Procurement Officer 	
(ii)	Land charges	<ul style="list-style-type: none"> • Chief Legal Services Officer 	
(iii)	Vehicle, public entertainment and related licensing and enforcement	<ul style="list-style-type: none"> • Chief Legal Services Officer 	
(iv)	Elections	<ul style="list-style-type: none"> • Chief Legal Services Officer 	
(v)	Data protection, human rights, freedom of information and the	<ul style="list-style-type: none"> • Chief Legal Services Officer • Head of Property Finance and 	

²⁰ The Assistant Chief Executive (Corporate Governance) is not authorised to exercise delegated powers in respect of matters where an appropriate Executive Member has directed that the delegated authority should not be exercised and that the matter should be referred to the executive Board for consideration.

APPENDIX A

	regulation of surveillance services	Technology	
(vi)	Registration of births, deaths marriages and civil partnerships	<ul style="list-style-type: none"> Chief Legal Services Officer 	
(vii)	The management of matters relating to Members, the Lord Mayor, Committees and Scrutiny Support:	<ul style="list-style-type: none"> Chief Democratic Services Officer 	
(viii)	The management of corporate governance.	<ul style="list-style-type: none"> Chief Democratic Services Officer Head of Governance Services 	

SECTION 4: DELEGATION OF AUTHORITY UNDER ARTICLES

Function	Sub-delegation of function to Officer	Terms and conditions of sub-delegation
ARTICLE 12:		
To maintain the Constitution	Chief Democratic Services Officer Head of Governance Services	
To ensure the lawfulness and fairness of decision making and report to full Council or the executive	Not delegated ²¹	
To support the Standards Committee	Head of Governance Services	
To receive and act on reports from ESOs/decisions of case tribunals	Not delegated ²²	
To conduct investigations into matters referred by ESOs	To named officers	In respect of each individual matter
To act as Proper Officer for access to information	Chief Democratic Services Officer Head of Governance	

²¹ Except to the Deputy Monitoring Officer

²² Except to the Deputy Monitoring Officer

APPENDIX A

	Services	
To advise whether executive decisions are within the budget and policy framework	Chief Legal Services Officer	
To contribute to Corporate Management	Chief Legal Services Officer	
To provide advice to Councillors	Chief Legal Services Officer Managers	
ARTICLE 14		
Legal proceedings		
To institute, defend or participate in any legal proceedings in any case where such action is necessary to give effect to decisions of the Council or any part of it or in any case where the Assistant Chief Executive (Corporate Governance) considers that such action is necessary to protect the Council's interests	All Directors Chief Officers	In respect of functions within their remit In respect of functions within their remit
Common Seal of the Council		
To determine which documents should be sealed.	<ul style="list-style-type: none"> • Chief Legal Services Officer • Managers 	
To attest the affixing of the seal	<ul style="list-style-type: none"> • Chief Legal Services Officer • Managers 	
To make an entry into the book of every deed to which the seal has been affixed	<ul style="list-style-type: none"> • Chief Legal Services Officer • Managers 	
Signature of documents		
To sign as agent for the Council all contracts agreed to be entered into by the Council, or any part of it	Chief Procurement Officer	All contracts, but excluding certificates for contracts under Local Government (Contracts) Act 1997
	All Directors	In respect of contracts

APPENDIX A

<p>Authentication of Documents for legal proceedings – To sign documents which are a necessary step in legal proceedings</p>	<p style="text-align: center;">Chief Officers</p> <p>Chief Legal Services Officer</p>	<p>relating to functions within their remit, which are under £100,000, but excluding certificates for contracts under Local Government (Contracts) Act 1997</p> <p>In respect of contracts relating to functions within their remit, which are under £100,000, but excluding certificates for contracts under Local Government (Contracts) Act 1997</p>
<p>ARTICLE 15</p>		
<p>To monitor and review the Constitution</p>	<p>Chief Democratic Services Officer</p> <p>Head of Governance Services</p>	
<p>To make changes to the Constitution</p>	<p>Chief Democratic Services Officer</p> <p>Head of Governance Services</p>	<p>In respect of changes required as a result of decisions of the Council or executive, and typographical errors</p> <p>In respect of changes required as a result of decisions of the Council or executive, and typographical errors</p>
<p>ARTICLE 16</p>		
<p>To ensure that copies of the Constitution are available for inspection etc</p>	<p>Chief Democratic Services Officer</p> <p>Head of Governance Services</p>	
<p>To ensure that the summary of the Constitution is made widely available and updated</p>	<p>Chief Democratic Services Officer</p>	

APPENDIX A

	Head of Governance Services	
--	--------------------------------	--