

**The City Solicitor is the Council's Monitoring Officer<sup>1</sup>, and is authorised<sup>2</sup> to discharge the following functions in relation to <sup>3</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;
  - iii) the authorisation of Council officers to conduct legal matters in court<sup>4</sup>;
- c) The issue of appropriate indemnities to Directors in relation to Public Private Partnership / Private Finance Initiative and other major property and infrastructure related projects where a Director:-
  - i) Signs a certificate under the Local Government (Contracts) Act 1997; or
  - ii) Acts as a director to the LEP or LIFTco; and
- d) Upkeep of the constitution

**2) Democratic Services including support to elected members in their responsibilities, including:**

- a) The Lord Mayor;
- b) The Leader of Council;
- c) The Leader of the Opposition;
- d) All Councillors including:
  - i) training and development;
  - ii) case work support; and
  - iii) management and oversight of the Members' Allowances Scheme;
- e) The full Council meeting and Committees appointed by full Council;
- f) Executive Board; and
- g) Scrutiny.

**3) Standards and Conduct, including:**

- a) The requirements of the Members' Code of Conduct;

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<sup>1</sup> Designated under Section 5 Local Government and Housing Act 1989 (See Article 12) and as set out in the Monitoring Officer Protocol at Part 5(e) of the Constitution

<sup>2</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>3</sup> Together with similar and ancillary functions which have not been delegated to another Director.

<sup>4</sup> "Court" to be construed widely including but not limited to tribunals, inquiries and other quasi-judicial hearings.