

Appendix A

Officer Delegation Scheme (Executive Functions)

The City Solicitor is the Council's Monitoring Officer¹, and is authorised² to discharge the following functions in relation to ³

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 court⁴;
- 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 LIFTco; and
- d) Upkeep of the constitution

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

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

3) Standards and Conduct, including:

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

¹ 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

² 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.

³ Together with similar and ancillary functions which have not been delegated to another Director.

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