

Meeting:	COUNCIL
Date:	21 February 2008
Subject:	Allocation of Proper Officer Functions
Responsible Officer:	Hugh Peart
Portfolio Holder:	Chris Mote
Exempt:	No
Enclosures:	Appendix 1 - Proper Officer Functions

SECTION 1 – SUMMARY AND RECOMMENDATIONS

This report seeks the appointment of the Director of Legal & Governance Services as the Proper Officer for various local authority functions.

Recommendations

That the Director of Legal & Governance Services be appointed as the Proper Officer for the various functions as set out in Appendix 1.

Reasons

To ensure that Proper Officer functions are allocated and carried out in accordance with the various legislation.

SECTION 2 - REPORT

1. This report reviews the position of the Proper Officer within the Council and records the formal appointment of the Director of Legal & Governance Services as the Proper Officer for the various functions as set out in Appendix 1.
2. The Local Government Act 1972 and other legislation make provision for certain officers to be designated by their employing authority as the "Proper Officer" to carry out particular functions under various Acts of Parliament.
3. The Proper Officers functions were last reviewed in October 1992. Since that time the Council has undergone various restructuring and some of these functions, some have not been reallocated.
4. A review of the Proper Officer functions allocated to the various predecessor posts of Director of Legal & Governance Services have been undertaken and the updated functions are attached. Council has already approved some of these functions. Council is also asked to note that legislation provides for other functions to be allocated to other Proper Officers. These are being reviewed against the current structure and will be reported for formal approval in due course.
5. The appointment will ensure that the Director of Legal & Governance Services has the appropriate delegated authority to act on behalf of the Council as the Proper Officer in relation to the various functions set out in Appendix A.
6. There are no financial implications associated with this report.

SECTION 3 - STATUTORY OFFICER CLEARANCE

On behalf of the Chief Finance Officer	<input checked="" type="checkbox"/>	Name: Barry Evans
		Date: 5 February 2008
Monitoring Officer	<input checked="" type="checkbox"/>	Name: Hugh Peart
		Date: 6 February 2008

SECTION 4 - Contact Details And Background Papers

Contact: Elaine McEachron, Assistant Lawyer, Corporate Governance
Telephone: 020 8420 9414 Ext 5414

Background Papers:

Various Acts of Parliament