

DIRECTOR OF LEGAL & GOVERNANCE
PROPER OFFICER REGISTER

ACT AND SECTION	PROPER OFFICER'S FUNCTION
REGISTRATION SERVICES ACT 1953	
9	To act as the officer for Births Deaths and Marriages
REPRESENTATION OF THE PEOPLE ACT 1983	
8	The Registration officer for the purpose of the registration of electors
28	Acting Returning Officer at an election of a member of Parliament
35	The Returning Officer at an election of London Borough Councillors
LOCAL GOVERNMENT ACT 1972	
83 (1-4)	The Officer to whom a person elected to the office of Council shall deliver a declaration of acceptance of office
84	The officer to whom written notice of resignation of elected office shall be delivered
86	To declare any vacancy in any office under the section
88 (2)	The officer by whom a meeting of the Council for the election of the vacant office of the Council may be convened
89 (1) (b)	The officer to whom notice in writing of a casual vacancy occurring in the office of Councillor may be given by two local government electors for the Borough
96	The officer to whom general notices and recording of disclosures of interests under section 94 should be given
99 & Schedule 12	To give notice and send summons in respect of any Council meeting
100	To give public notice of any meeting to which the public are entitled to attend, provide copies of agenda and facilities for the press
100B (2)	The officer to exclude from committees, sub-committees, Council or Executive meeting agendas any information to be dealt with in a meeting from which the public are likely to be excluded
100B (7)(c)	The officer to supply to any newspaper copies of documents supplied to Members of committees, sub-committees, Council or Executive meetings in connection with an item for consideration
100C (2)	The officer to prepare a written summary of proceedings of committees, subcommittees, Council or the Executive from which the public were excluded
100D (1)(a)	The officer to prepare a list of background papers for reports considered by committees, sub-committees, Council or the Executive

100D (5)	The Officer to determine which documents constitute background papers and Section 100H – ability to charge for the provision of such documents
100F (2)	The officer to decide which documents are not, by virtue of containing exempt information, required to be open to inspection
100G	To maintain a register of the names and addresses of Members and membership of committees, lists of delegations and the like
223	Authorising officers to attend court and appear on behalf of the council under the Local Government Act 1972 and the County Court Acts 1984
225(1)	The officer to receive and retain statutory documents on behalf of the Authority
229 (5)	The officer to certify photographic copies of documents
233	The officer to receive documents required to be served on the Authority
234 (1) & (2)	The officer to authenticate documents on behalf of the Authority
238	The officer to certify printed copies of bye-laws
248	The officer responsible for the keeping of the roll of freemen
Schedule 12 [paragraphs 4(2)(b) & 4(3)]	The officer responsible for the receipt of notices regarding address to which summons to meetings is to be sent
Schedule 29 [paragraph 41]	The officer responsible for the exercise of functions under Section 9 (1) & (2), 13 (2) (h) and (3) (b) and 20 (b) of the Registration Services Act 1953
LOCAL GOVERNMENT ACT 1974	
30	To officer responsible for giving public notice of report of the Local Government Ombudsman
LAND CHARGES ACT 1975	
19	The officer to act as Local Registrar N.B. Section 3 requires each registering authority to maintain a local land charges register. This duty falls on the local authority itself and not on the “proper officer”.
LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976	
41	The officer to certify copies of any resolution, order, report or minutes of proceedings of the Authority as evidence in any legal proceedings
LOCAL GOVERNMENT AND HOUSING ACT 1989	
2	The officer to hold on deposit the list of politically restricted posts
15 - 17	The officer to receive notices relating to the membership of political groups

LOCAL GOVERNMENT ACT 2000	
22	The Officer responsible for ensuring a proper record is made of Executive decisions and that the document comprising the Authority's Forward Plan is published in accordance with the Local Authorities (Executive Arrangements) (Access to Information) (England) regulations 2000
52	The officer responsible for receipt of Members' written undertaking to observe the Authority's Code of Conduct
81	The officer responsible for establishing and maintaining the Members Register of Interests
LOCAL AUTHORITY (REFERENDUMS) (PETITIONS AND DIRECTIONS) (ENGLAND) REGULATIONS 2000 as amended by the LOCAL AUTHORITY (REFERENDUMS) (PETITIONS AND DIRECTIONS) (ENGLAND) (Amendment) REGULATIONS 2001	
5	Publishing of Verification of Numbers for Petition