

**PART 3 – RESPONSIBILITY AND FUNCTIONS**  
**SCHEME OF DELEGATION (GENERAL PROVISIONS)**

**CONTENTS**

- 1. Principles of Delegation**
- 2. Statutory Officer and Other Designations**
  - Monitoring Officer
  - Head of Paid Service
  - Section 151 Officer (Chief Financial Officer)
  - Registration of Electors
  - Returning Officer at Local Government Elections
  - "Proper Officers"
  - Delegation to Officers – General (continued)

**1. PRINCIPLES OF DELEGATION**

- 1.1 Section 101 of the Local Government Act 1972 provides that:
- A Council may delegate its powers (except those incapable of delegation) to a committee or an Officer.
  - A Committee may delegate its powers to a Sub-Committee.
  - A Committee may delegate its powers to an Officer.
  - Powers which have been delegated may be exercised by the delegating body.
- 1.2 Any delegation to a Committee or a Director/Senior Officer shall be exercised in compliance with the Council's Constitution, any other policies or conditions imposed by the Council and with the law.
- 1.3 In making any decision regard shall be had to the Council's Corporate Plan and Themed Strategies, and also the principles of decision-making as set out in Article 11 of the Constitution.
- 1.4 Save in the cases of statutory appointments, a function delegated to a Director or other senior Officer shall be validly exercised if carried out on behalf of that Officer and in that Officer's name by staff authorised by him or her in writing for that purpose. Any Officer so authorised shall not extend that authorisation to another Officer. The exercise of a function in the name of a Director or other senior Officer will not be invalidated by the absence of that Officer at the time when the function was exercised.
- 1.5 In the absence of Director or other authorised Officer, or in the event of their inability to act in the exercise of a delegated power or function, another Director may exercise that power or function should the need arise.

## **PART 3 – RESPONSIBILITY AND FUNCTIONS**

### **2. STATUTORY OFFICER AND OTHER DESIGNATIONS**

#### **Monitoring Officer**

1. Pursuant to Section 5 of the Local Government and Housing Act 1989, the person appointed by the Appointments Board (see Officer Employment Procedure Rules) shall be Monitoring Officer for the Maldon District Council.

#### **Head of Paid Service**

2. Pursuant to Section 4 of the Local Government and Housing Act 1989, the person appointed by the Appointments Board (see Officer Employment Procedure Rules) shall be the Head of Paid Service for the Maldon District Council.

#### **Section 151 Officer (Chief Financial Officer)**

3. Pursuant to Section 151 of the Local Government Act, 1972, the person appointed by the Appointments Board (see Officer Employment Procedure Rules) shall be the Section 151 Officer for the Maldon District Council.

#### **Registration of Electors**

4. Pursuant to Section 8 of the Representation of the People Act 1983, Mr Paul Dodson, Director of Strategy, Performance and Governance, shall be Registration Officer for the Maldon District.

#### **Returning Officer at Local Government Elections**

5. Pursuant to Section 35 of the Representation of the People Act 1983, Mr Paul Dodson, Director of Strategy, Performance and Governance, is Returning Officer for the election of Councillors of the Maldon District and of Councillors of parishes and communities within the Maldon District. Mr Dodson is also Returning Officer for the conduct of Parish Polls within the Maldon District.

#### **"Proper Officers"**

6. The Council has approved and adopted the appointment of the following officers as proper officers, as described in the following specified sections of the relevant Acts of Parliament or regulations. Proper Officer is defined for most legislation by s.270(3) Local Government Act 1972 as an officer appointed for that purpose by that body or for that area, as the case may be.

## PART 3 – RESPONSIBILITY AND FUNCTIONS

<b>The Local Government Act 1972</b>		
<b>Section of Act</b>	<b>Functions</b>	<b>Proper Officer</b>
83(1) to (4)	Witness and receipt of declaration of acceptance of office	Programmes, Performance and Governance Manager
84	Receipt of declaration of resignation of office	Programmes, Performance and Governance Manager
88(2)	Convening of meeting of Council to fill casual vacancy in the office of Chairman	Programmes, Performance and Governance Manager
89(1)(b)	Receipt of notice of casual vacancy from two local government electors	Director of Resources
100 B(2)	Circulation of Reports and Agendas	Programmes, Performance and Governance Manager
100 B(7)(c)	Supply of Papers to the Press	Programmes, Performance and Governance Manager
100 C(2)	Summaries of Minutes	Programmes, Performance and Governance Manager
100 D(1)(a)	Compilation of lists of background papers	Programmes, Performance and Governance Manager
100 D(5)(a)	Identification of background papers	In joint reports a Director and in all other cases the Programmes, Performance and Governance Manager
100 F(2)	Papers not open to Members	Director of Strategy, Performance and Governance
115(2)	Receipt of money due from Officers	Director of Resources
117	Record of notices given by Officers of personal interests in contracts	Monitoring Officer
146(1)(a) & (b)	Declarations and certificates with regard to securities	Director of Resources

## PART 3 – RESPONSIBILITY AND FUNCTIONS

<b>The Local Government Act 1972</b>		
<b>Section of Act</b>	<b>Functions</b>	<b>Proper Officer</b>
151	Responsibility for proper administration of the Council's financial affairs.	Person appointed by Appointments Board
191	Functions with respect to ordnance survey	Director of Service Delivery
215	Registrar of Local Land Charges	Director of Service Delivery
225(1)	Deposit of documents	Programmes, Performance and Governance Manager
229(5)	Certification of photographic copies of documents	Programmes, Performance and Governance Manager
234(1) & (2)	Authentication of documents	Programmes, Performance and Governance Manager
236(9)(i)	To send copies of byelaws for parish records	Lead Specialist - Legal
236(10)(ii)	To send copies of byelaws to the County Council	Lead Specialist - Legal
238	Certification of byelaws	Lead Specialist - Legal

<b>Data Protection Act 1998</b>		
<b>Section of Act</b>	<b>Functions</b>	<b>Proper Officer</b>
	Data Protection Officer	Senior Specialist - Legal

<b>Local Government Finance Act 1988</b>		
<b>Section of Act</b>	<b>Functions</b>	<b>Proper Officer</b>
S116	Notification to auditor of the date, time and place of a proposed meeting to consider a report under Section 114 and of any decision made at the meeting.	Director of Resources

<b>Crime and Disorder Act 1998</b>		
<b>Section of Act</b>	<b>Functions</b>	<b>Proper Officer</b>
	For all matters relating to the Act	Director of Service Delivery

## PART 3 – RESPONSIBILITY AND FUNCTIONS

<b>Local Government Act 2000</b>		
<b>Section of Act</b>	<b>Functions</b>	<b>Proper Officer</b>
S81	Maintenance of Register of Interests of Members	Monitoring Officer

<b>Localism Act 2011</b>		
<b>Section of Act</b>	<b>Functions</b>	<b>Proper Officer</b>
S29	Maintenance of Register of Interests of Members	Monitoring Officer

<b>Local Government and Housing Act 1989</b>		
<b>Section of Act</b>	<b>Functions</b>	<b>Proper Officer</b>
S3A (Amended by Localism Act 2011)	Grant of exemptions from politically restricted posts.	Head of Paid Service
S4	Head of Paid Service	Person appointed by Appointments Board

<b>The Openness of Local Government Bodies Regulations 2014</b>		
<b>Regulation</b>	<b>Functions</b>	<b>Proper Officer</b>
9	Disclosure of confidential information	Director of Strategy, Performance and Governance

<b>Public Health (Control of Disease) Act 1984 and related legislation</b>		
<b>Section</b>	<b>Functions</b>	<b>Proper Officer</b>
48	Issue certificates relative to the removal of bodies to mortuaries or for immediate burial	Named Officers of the Health Protection Agency appointed by the Lead Specialist - Community

<b>Food and Environmental Protection Act 1985</b>		
<b>Section</b>	<b>Functions</b>	<b>Proper Officer</b>
	Enforcement and Investigating Officers	Lead Specialist – Community, and Senior Specialists – Community

- (i) In the event of any other notices being required to be served under any other Section of the Local Government Act 1972 or any other enactment, and not otherwise specified in

## PART 3 – RESPONSIBILITY AND FUNCTIONS

the Council's Scheme of Delegation, the Director of Strategy, Performance and Governance is designated the "Proper Officer".

- (ii) The Programmes, Performance and Governance Manager is recognised as the Officer responsible for giving public notice of the time and place of meetings pursuant to Section 100 A(6)(a).
- (iii) The Programmes, Performance and Governance Manager in consultation with the "Proper Officer" as appropriate, is recognised as the officer responsible for provision of the Agendas and Reports for public inspection pursuant to Sections 100 B(1) and 100 E(1) of the Act.

### Delegation to Officers – General (continued)

- 7. To renew Council membership of bodies or organisations, subject to the costs of any particular subscription renewal falling within the Council's estimates guideline figure.
- 8. The authorisation of directed surveillance under the provisions of the **Regulatory and Investigatory Powers Act 2000** to the undermentioned Officers:
  - Director of Resources (as Senior Responsible Officer);
  - Specialist Services Manager;
  - Monitoring Officer.
- 9. **Emergency Action** – Any Director is authorised to act in emergencies, and where time permits in consultation with the Leader of the Council and Chairman or Chairmen of appropriate Committee(s)
- 10. **Consultations** – A Director, in liaison with the relevant Lead Member (Committee Chairman or Leader of the Council), is authorised to respond to consultation documents where the period during which a response is required does not allow the matter to be reported to the relevant committee or where the consultation is of a predominantly technical nature.
- 11. **Legal Proceedings** - A Director in consultation with a Legal Advisor, Chairman of the relevant Committee (or Vice-Chairman in his or her absence) and Leader of the Council, be authorised to institute or defend legal proceedings on any criminal offence or civil proceedings not otherwise provided for in Officer delegation arrangements elsewhere in this document, subject to subsequent report to the next meeting of the relevant Committee. The exercise of this authorisation shall, for the avoidance of any doubt, include responding to legal representations on behalf of the other party, any directions of the Court, and the pursuance and settlement of disputes by means other than litigation.