

Leaders' Committee AGM

Constitutional Matters – Approval of and amendment to London Councils Scheme of Delegations to Officers Item no: 15C

Report by: Christiane Jenkins Director Corporate Governance
Date: 7 June 2016
Contact Officer: Christiane Jenkins
Telephone: 020 7934 9540 **Email:** christiane.jenkins@londoncouncils.gov.uk

Summary This report requests approval of London Councils' Scheme of Delegations to Officers which includes the following amendments and additions to the Scheme approved in 2015:

1. To authorise the Chief Executive, in consultation with the Chair of the relevant sub-committee, to amend the programme of sub-committee meetings as required throughout the year.
2. Change the proper officer in section 36 of the Scheme of Delegations from the *PATAS Tribunal Manager* to *Head of Support Services*.
3. To make express reference to the delegations to the Chief Executive and the Directors of any corporate service (and their nominated deputies).

Recommendations Leaders' Committee is asked to approve the Scheme of Delegations to Officers incorporating the amendments detailed in the Appendix to this report.

Approval of/Amendment to Scheme of Delegations to Officers

Background

1. As required by London Councils' Standing Orders, London Councils' Scheme of Delegations to Officers is approved annually at Leaders' Committee's AGM, although additional delegations may be made during the year. The current Scheme was approved at the Leaders' Committee's Annual General Meeting on 2 June 2015.
2. London Councils' joint committees have retained the authority to make decisions on policy and service provision and have delegated to officers the administrative functions relating to the running of London Councils.
3. The Scheme of Delegations to Officers reflects the current structure of London Councils and enables effective and transparent decision making processes. It does not seek to repeat the delegations contained within the Governing Agreements in full, only repeating them if it enhances the usefulness and clarity of the relevant delegation. The Scheme also does not repeat the specific delegations granted to the Director, Corporate Resources, where the responsibilities are included within the financial regulations. The Scheme of Delegations to Officers refers largely to administrative functions such as staffing, which are delegated in the first instance to the Chief Executive.
4. This year's report requests approval of proposed changes to the London Councils' Scheme of Delegations to Officers approved in 2015 as detailed in the Appendix. There are three changes of substance:

a) Changing the dates of a sub-committee

SO 1.8 requires a relevant joint committee to approve a programme of ordinary meetings for the sub-committees it appoints at its AGM.

The timing and location of meetings is delegated to the Chief Executive under SO 3.1. At present the power to change the date of a sub-committee remains solely with the relevant joint committee, a somewhat cumbersome mechanism if exigencies require swift action to cancel, postpone or call a meeting of a sub-committee. Leaders' Committee is therefore recommended to agree a further delegation as set out in the attached Appendix.

b) Changing the proper officer in relation to London Tribunals

Section 36 of the Scheme of Delegations approved in 2015 appointed the PATAS tribunals manager to perform the functions of the proper officer under the Schedule to the Civil Enforcement of Parking Contraventions (England) Representations and Appeals Regulations 2007. Changes to staffing arrangements in London Tribunals require that function to be now performed by a new post, the Head of Support Services. It is therefore proposed to appoint the Head of Support Services as the proper officer. Whilst making this change, it is also proposed to correct the description of the statutory provisions. Leaders' Committee is therefore recommended to agree the amendments as set out in the Appendix.

c) Day-to-Day Management

Reflecting existing practice and for the purposes of ensuring effective day-to-day management of London Councils and administration of the London Councils joint committees, it is proposed that express reference is made to the delegations to the Chief Executive and the Directors of any corporate service (and their nominated deputies) as set out in the Appendix.

5. There are further drafting changes which are intended to provide additional clarity to procedures, to ensure clarity of language and consistency and to ensure legislative references are up to date throughout the document as set out in the Appendix. Please note the table which has been included in Part A of the Appendix has been updated to remove provisions which are not relevant and these changes are not marked as tracked changes.

Recommendations

5. Leaders' Committee is asked to approve the Scheme of Delegations to Officers incorporating the amendments detailed in the Appendix to this report.
-

Financial Implications for London Councils:

There are no specific financial implications arising from this report.

Legal Implications for London Councils:

It is important that London Councils' joint committees properly delegate the exercise of functions to Officers in a manner which is consistent with the relevant Governing Agreements, and any legal restrictions on delegable functions, to ensure that the work of London Councils (through Leaders' Committee, Grants Committee and LCTEC) is delivered efficiently and effectively and to avoid any grounds for challenge to decisions made pursuant to those delegations.

Equalities Implications for London Councils:

There are no specific equalities implications for London Councils arising from this report.

Appendix: London Councils Scheme of Delegations to Officers 2015 with proposed changes as a track changed version

Background Document:

[London Councils Scheme of Delegations to Officers \(last revised July 2015\):](#)

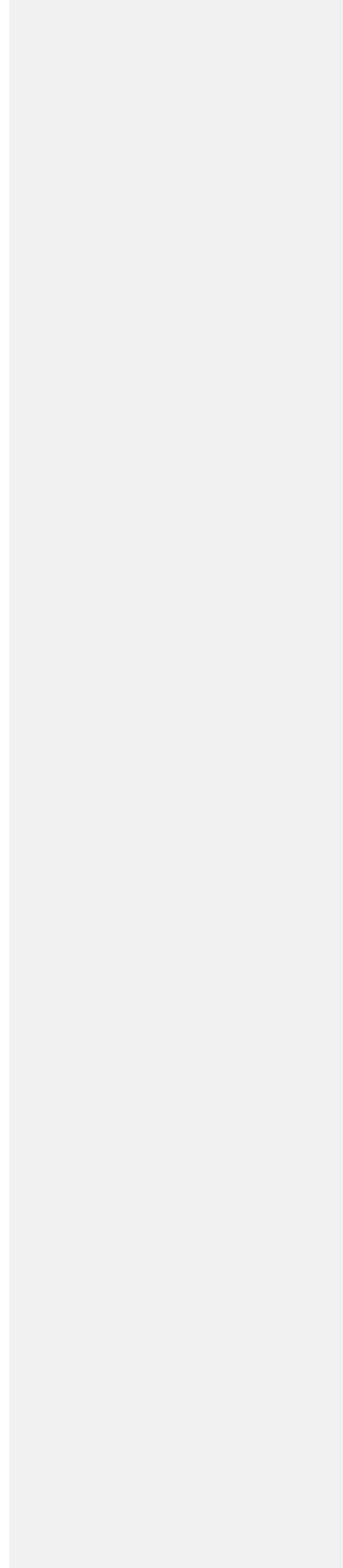
London Councils Scheme of Delegations to Officers is available from London Councils' website in the constitutional information section.

15C - Appendix - Proposed changes to the 2015 version for Leaders' Committee AGM 7 June 2016

Scheme of delegations to officers

June 2015

15c - Appendix



Scheme of Delegations to Officers

INTRODUCTION

London Councils¹ ~~or any of its Member Bodies²~~ may, ~~and only in a manner consistent with the London Councils Governing Agreements³:~~

- (i) ~~a) delegate to officers of London Councils such of their those of its~~ functions as ~~are are~~ permissible/permited by under statute to be delegated; and
- (ii) ~~b) in relation to any of those functions, require that the exercise of those functions be subject to such conditions as London Councils deems fit to impose, including, where appropriate, prior consultation with the leading member on London Councils of each political party or group before taking such action.⁴~~

~~For London Councils must formally resolve or any of its Member Bodies to delegate the exercise of one or more of their functions to officers by either they must formally agree on the delegation. This agreement to delegate can be documented by:~~

- (i) ~~a) a formal agreement (e.g. the ALG Agreement); or a decision taken at a meeting of London Councils, i.e. on a case-by-case basis;~~
- (ii) ~~b) the minutes of a London Councils Member Body meeting agreeing a general scheme of delegations to officers.-~~

~~This document is the general scheme of delegations to London Councils officers. It is not the intention of this document to reproduce details of The majority of the functions which have been delegated to officers under the London Councils Governing London Councils' delegated powers were agreed by, and are contained in, the London Councils Agreements and the London Councils Transport and Environment Committee Agreement and subsequent variations⁵. This document will, however, be kept under annual review and any additional general delegations to officers which may be made by London Councils throughout the year, will be considered for inclusion in this scheme as part of that review. It is not the intention of this document to reproduce those delegated powers.~~

As a general rule, the functions delegated to the London Councils joint committees and their sub committees reflect the purpose of the organisation in best representing the interests of the 32 London Boroughs and the City of London. Decisions about policy directions, lobbying and scope of services remain reserved to Member Committees unless specifically delegated on an issue by issue basis. The authority to manage the administrative aspects of the organisation's work has been delegated to Officers within the conditions specified below. ~~The powers delegated by Member bodies to the Chief Executive and other officers are~~ to enable the effective and efficient running of the organisation.

¹ The reference to London Councils in this Scheme of Delegations to Officers encompasses any joint committee of elected Members (including Leaders' Committee, the London Councils Transport and Environment Committee, Grants Committee and the London Pensions CIV Sectoral Joint Committee, and any of their sub-committees authorised to take decisions.

² ~~"London Councils Member Bodies" include all London Councils Member groupings, committees, steering groups, forums, etc. Please note, this document reflects the change of name from Association of London Government to London Councils in 2006.~~

³ The London Councils (Leaders' Committee) Governing Agreement, dated 13 December 2001 (as amended); and the London Councils Transport and Environment Committee Governing Agreement, dated 13 December 2001 (as amended).

⁴ Paragraph 22 of Schedule 6 (Standing Orders) of the ALG-London Councils (Leaders' Committee) Governing Agreement, dated 13 December 2001 (as amended); Agreement 2001.

⁵ Association of London Government (ALG) Agreement 2001, subsequent variation dated 1/2/04 and minor variations approved 15/7/14 and 2/6/15. Association of London Government Transport & Environment Committee (ALGTEC) Agreement 2001, First Variation 1/5/03, further variation 30/11/06, a second further variation, 8/6/09, a third further variation 14/6/15, minor variations approved 17/7/14 and delegated authority 27/10/14. Op cit, footnote 3.

Section 1 - General Conditions Of Delegations To Officers

Day-to-Day Management

- ~~1.~~ 4.—The Chief Executive and the Directors of any corporate service (and their nominated deputies) shall, in accordance with this Scheme of Delegations, have authority delegated to them for carrying out the day-to-day management of the London Councils services for which they are responsible. (Day-to-day management should include those items which have been recognised as such by past practice or by specific decision/resolution of a committee, or where the Chief Executive, in consultation with the relevant Director, agrees is ancillary to or analogous with matters accepted as being within the scope of day-to-day business exercisable by officers of London Councils). This includes authority to:
- (a) appoint and manage staff in accordance with agreed policies and procedures, having regard to Section 2. below;
 - (b) place orders and enter into contracts for the supply of goods and services in line with the Financial Regulations and to authorise or incur any other expenditure for which provision has been made in the appropriate budget subject to limits set out in the Financial Regulations and subject to these not being in conflict with existing contracts.

Limitations

- ~~1-2.~~ Any exercise of ~~delegated~~ powers by officers shall comply with London Councils current Financial Regulations⁶ and Standing Orders. The Financial Regulations will not form part ~~of this scheme but must be read alongside it.~~
- ~~2-3.~~ 2.—The Chief Executive will have the authority to extend an existing policy or procedure only if it relates to the internal administration of the organisation and when exercised subject to the conditions below.
- ~~3-4.~~ 3.—The Chief Executive, ~~and~~ the Finance Officer (Director of Corporate Resources), and any other person authorised under the Financial Regulations, will have the authority to negotiate and agree minor variations to contracts, to write off debts and to undertake all other actions authorised under the Financial Regulations~~.~~
- ~~4-5.~~ 4.—With the exception of policies referred to in ~~condition paragraph 32,~~ any exercise of delegated powers shall not involve a new policy or extend an existing policy of the organisation unless the Chief Executive is acting under the urgency procedures as contained in the current Standing Orders⁷.
- ~~5.~~ 5.
- ~~6.~~ a)—Any delegation to the Chief Executive or the Finance Officer may be exercised by any officer authorised by the Chief Executive or the Finance Officer (as the case may be) either generally or specifically for the purpose (except where restrictions exist in employment policies which have been agreed in accordance with Section 2 below).
- ~~6-7.~~ The Chief Executive ~~will nominate~~ aa Corporate Director of corporate services to assume authority to exercise all powers delegated to him in his absence.
- ~~7-8.~~ b)—In the event of the Chief Executive being unexpectedly indisposed, authority will be granted to the Corporate Director, Policy and Public Affairs to take over as interim Chief Executive between January to June in any year and to the Corporate Director, Services between July and December, until such time as Elected Officers are able to ~~determine~~ what temporary or transitional arrangements will apply following such indisposition (or death).

⁶ Current Financial Regulations dated 2/6/15

⁷ Current Standing orders dated 2/6/15

~~8-9. 6.~~ The Chief Executive may exercise any delegated function in the absence of an ~~o~~Officer to whom that authority has been specifically delegated.

~~9-10. 7.~~ All delegations are without prejudice to the overriding rights and powers of ~~the a~~ London Councils' joint committee or decision-making sub-committee to exercise those functions delegated to it. Any officer may refer a matter to a London Councils ~~Member Body~~joint committee or decision-making sub-committee in lieu of exercising delegated powers.

~~10-11. 8.~~ Subject to the foregoing conditions, and to any ~~specific special~~ conditions which are may have been or may in future be applied hereby or may in future be applied in respect of particular matters, the Chief Executive will be expected to make such decisions and to take such action as he/she deems necessary in the interests of the efficient running of the organisation and the services provided and administered.

Section 2 - Staffing Delegations

~~11-12. 4.~~ The Chief Executive has been granted ~~the following~~ delegated ~~powers authority, in consultation with the Corporate Management Board (CMB), to approve policies and procedures relating to human resources and corporate policies and procedures⁸ subject to the following conditions to be undertaken in consultation with the Corporate Management Board (CMB);~~

~~(a) a) To approve policies and procedures relating to human resources and corporate policies and procedures⁸ subject to the following conditions –~~

~~(a) i. a) Any policy relating to internal organisational functions which also applies to Members will be referred to the London Councils' (Leaders) Executive Sub-Committee for approval;~~

~~(b) ii. a) All new or amended policies relating to the internal administration of the organisation will only be approved following consultation with the Joint Consultative Committee (JCC);~~

~~(c) iii. i) In the event that CMB and the JCC are unable to reach an agreement on the terms of a policy that policy will be referred to the London Councils' (Leaders) Executive Committee for approval;~~

~~(d) any iv. d) Delegations to officers within made in accordance with these policies and procedures to Officers of a certain post level shall be considered, with reference to Section 1, paragraph 4(i) above to be general.~~

~~(e) (d) delegations from the Chief Executive or the Finance Officer (as the case may be) in accordance with paragraph 6 above.~~

Section 3 -- Proper Officers And Statutory Functions Officers authorised for certain purposes

~~12-13. 1.~~ Under the terms of in accordance with the specific the Local Government Act, 1972 statutory functions delegated to the London Councils joint committees (or other statute or otherwise to allow the proper and efficient exercise of those functions in accordance with section

⁸ Corporate policies and procedures would include, but not be limited to, the code of conduct, health and safety and information management policies

⁹ Corporate policies and procedures would include, but not be limited to, the code of conduct, health and safety and information management policies

~~111 of the Local Government Act 1972 mentioned,) a officers have been individually authorised to act in respect of particular matters (i.e. they are an "proper officer/authorised officer" for those purposes) has been appointed pursuant to those statutory provisions. Where permitted -under that the applicable~~ legislation these powers may be further delegated, whether specifically or generally, to another officer to act in the absence of the proper officer.

~~14. 2.~~ The Chief Executive has been appointed:

~~(a) a)~~ to act as the "proper officer" for the purposes of the Access to Information provisions of the Local Government Act 1972 (as amended) except insofar as such powers have been specifically delegated to another officer; and

~~(a)(b) b)~~ to be responsible for the preparation of papers for London Councils Member Body meetings, the preparation of minutes and the promulgation of decisions of such meetings.

~~15.~~ The Chief Executive, in consultation with the Chair of the relevant sub-committee, will have the authority to amend the programme of ordinary meetings approved by the relevant joint committee for the sub-committees it appoints at its AGM in accordance with Standing Order 1.8. as required throughout the year.

~~13.16. 3.~~ The Director, Corporate Resources (Finance Officer) has been appointed to act as the proper officer for the purposes of Section 151 of the Local Government Act 1972 (and section 114 of the Local Government Finance Act 1988). The officer to be responsible for the proper administration of Authority's London Councils' financial affairs and to issue a report to Members if there is or is likely to be unlawful expenditure or an unbalanced budget.

~~14.17. 4.~~ Additional delegations to named officers, some of which do not strictly apply to London Councils but which are adopted as a matter of best practice to allow the proper and efficient exercise of the functions delegated to the London Councils joint committees, in accordance with section 111 of the Local Government Act 1972, are set out in Appendix A with reference to the relevant legislative provisions.

~~Section 4 – Grant-Making Powers Delegated To Director Of These Services~~

~~15.~~ The Grants Committee has agreed to delegate the following powers to the Director responsible for Grants Services, subject any decisions taken under these delegated powers being approved in advance by the Chair of the Grants Committee and communicated to Grants Committee Executive Members who, if they have any concerns about the proposals, can call for those items to be referred to the full Grants Committee. The scheme of delegations reflects the provisions set out in the Commissioning Monitoring Arrangements approved by the Grants Committee on 20 February 2013.

~~a/ Small grants to currently funded organisations~~

~~1.~~ To Approve:
Urgent non-recurrent purposes to enable delivery of programme outcomes

~~a)~~ for which an overall provision of £40,000 has initially been set aside for 2013/14 subject to a limit of £10,000 in any one instance.

~~b/ Other issues relating to currently funded organisations~~

~~2.~~ To decide the outcome of any appeal.

~~3.~~ To approve:

Comment [CJ1]: This whole section is deleted as this delegation has not been updated. Any actions which need to be taken will be done by way of Urgency

- a) ~~Interim grant variations +/- 10% of the original grant award (within the financial envelope approved by the Grants Committee) to achieve programme outcomes until variations can be considered by Committee.~~
- b) ~~Significant change requests made by providers that do not affect the original grant award amount.~~
- c) ~~Management consultancies — small grants (up to £7,500).~~

~~c/ Delegated European Social Fund Joint financing decision-making~~

~~4. To approve:~~

- a) ~~Interim grant variations +/- 10% of the original grant award (within the financial envelope approved by the Grants Committee) to achieve programme outcomes until variations can be considered by Committee.~~

~~d/ Specific Annual Funds~~

- ~~5. To take any other decisions as the Grants Committee may from time to time delegate to the Director, in particular where bids have been invited against specific, and typically ring-fenced, funds.~~

Section 5.4 - Nominations of elected members to outside bodies

18. The Chief Executive has delegated authority to nominate elected Members to serve on outside bodies subject to:

(a) those decision being taken in accordance with guidelines agreed by the London Councils Appointments Panel (set out at paragraph 19 below);

(b) having regard to the Nolan principles, and

(c) those decisions being reported to the next meeting of the Appointments Panel.¹⁰

~~In 2002, London Councils' Elected Officers, acting in their capacity as its Appointments Panel, agreed to delegate the making of nominations to outside bodies to the Chief Executive within agreed guidelines and on Nolan principles and on the basis that they were reported to the next available meeting of the Appointments Panel. The guidelines were refined in 2012 and are set out below.~~

~~16-19. Nominations will be made by the Chief Executive under paragraph 1918 in consultation with elected Mmembers.s — as appropriate. In making nominations the Chief Executive will first apply the **Particular Principles** ~~(at (a)1, below)~~ first but will also seek to ensure that nothing is done to depart from the **General Principles** ~~(at (b)2, below)~~. Regard should also be had to the **General Conditions** at (c)3, below)~~ are included for guidance.

~~(a) 1—Particular Principles~~

~~(i) — a) In cases where a single nomination is required.~~

- ~~(i) (i) In first instance the relevant portfolio-holder will be considered and if that is not a suitable appointment then the Chief Executive will consult elected Mmembers on an alternative candidate.~~

¹⁰ In accordance with the decision of the London Councils' Executive acting in their capacity as its Appointments Panel on 29 May 2012

~~(ii) b)~~ In cases where an outside body requires more than a single nomination—

~~(i)~~—The first principle to be applied in such cases is any reasonable external requirement placed on London Councils in making the nomination¹¹.

~~(ii)~~—The second principle to be applied, if the first principle does not obtain, is ~~that~~ the number of nominations made from each political party ~~shall~~ reflect the balance of the parties ~~represented~~ on Leaders' Committee at that time.

(b) ~~2~~ General Principles

(i) ~~—~~When the Chief Executive is applying the ~~P~~particular ~~P~~principles set out above they will seek to reflect any particular interest that the body to be nominated to has expressed to London Councils¹².

(ii) ~~ii.~~—The Chief Executive will also be mindful of other factors that it would be reasonable or proper for London Councils to consider, for example specialist knowledge ~~and skills~~, stability of service, diversity as well as the Nolan principles set out below and the Chief Executive may ~~—~~in consultation with ~~elected M~~members, ~~—~~ override the ~~Particular P~~principles set out above when there is a compelling case to do so.

(iii) ~~iii.~~—All public bodies are under a duty to follow the Seven Principles of Public Life set out by the Committee for Standards in Public Life, formerly chaired by Lord Nolan (the principles are often called the “Nolan Principles”). In particular, the Chief Executive will seek to ensure that the following three Nolan principles are applied ~~;~~:

Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.¹³

Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

(iv) ~~(iv)~~—The Chief Executive will give consideration to the ~~elected M~~members of the ~~City Corporation~~ of London ~~Corporation~~ when making any nominations to outside bodies.

(c) ~~3~~ General conditions

(i) When a nominee to an outside body ceases to be ~~an elected M~~member of a

¹¹ For example the mechanism employed in determining the number of **nominations** for each political party made by London Councils to the London Fire and Emergency Planning Authority is set out in legislation – the Greater London Authority Act 1999. This will be determined by the application of the d'Hondt formula

¹² For example outside bodies occasionally ask for cross-party appointments

¹³ Members will be expected to regularly attend meetings of the bodies they are appointed to and may be accountable to and from, London Councils for their actions in that capacity.

London local authority, London Councils will, in general, take whatever steps are necessary to remove them from that outside body.

- (ii) At a freeze date, being the date of the meeting of the London Councils' Leaders' Executive Sub-Committee in May of each year, a report will be brought to that meeting setting out the total number of nominations made to outside bodies for each of the political parties with a calculation of how this reflects the agreed principles (above) for nominations, and the variation from the balance of the parties on Leaders' Committee. That report may also contain recommendations to rectify any variations that may exist.

Section 6-5 – Appointments to Young People's Education and Skills Board (YPES Board)

~~17.20.~~ The YPES Board is a Forum (or sub-committee) of London Councils Leaders' Committee which operates under a constitution (terms of reference) approved by Leaders' Committee in accordance with Standing Orders. Leaders' Committee has the power to approve the appointment of representatives to the YPES Board upon their nomination by those organisations who are members of the Board. On behalf of Leader' Committee, the Chief Executive will have delegated authority from Leaders' Committee to approve appointments to casual vacancies of the YPES Board.

Appendix A

PROPER OFFICER AND PERSONS AUTHORISED BY LONDON COUNCILS TO EXERCISE POWERS CONSISTENT WITH FUNCTIONS - GENERAL STATUTORY FUNCTIONS OF THE PARTICIPATING LOCAL AUTHORITIES

PART A

The following statutory provisions give powers to ~~the~~ duly authorised Proper Officers/Authorised Persons in most local authorities in London. Some of these functions have been expressly delegated by the 33 London local authorities to the London Councils joint committees, some have not and are instead captured within the general delegations to the joint committee.

The following table sets out the ~~Proper Officers~~persons authorised for the functions identified. This list includes delegations to named officers, some of which do not strictly apply to London Councils' ~~joint committees as a Joint Committee~~ but which are ~~adopted~~followed as a matter of best practice in accordance with the exercise of the functions expressly delegated to the joint committees.

~~Proper Officers~~Authorised Persons should nominate, in writing, an appropriate deputy to carry out any statutory duties during planned absences. Officers should also ensure arrangements are in place ~~to grant authority to authorise~~ another officer in the event of unplanned absence. These may vary according to the nature of the responsibility but will be approved by the Corporate Management Board.

	<u>STATUTE AND FUNCTION/POWER STATUTORY PROVISION</u>	<u>PROPER OFFICER PERSONS AUTHORISED</u>
LOCAL GOVERNMENT ACT 1972		
1	Section 84 – The officer to whom written notice of resignation of elected office shall be delivered	Chief Executive
2	Section 96 – The officer to whom general notices and recording of disclosures of interests under Section 94 should be given	Director of Corporate Governance
3	Section 99 + Schedule 12 - To give notice and send summonses in respect of any Council <u>London Councils committee</u> meeting	Chief Executive
4	Section 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	Chief Executive
5	Section 100B (2) – The officer to exclude from committees <u>or</u> 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	Director of Corporate Governance
6	Section 100B (7)(c) – The officer to supply to any newspaper copies of documents supplied to Members of committees <u>or</u> sub-committees , Council or Executive meetings in connection with an item for consideration <u>at their meetings</u>	Director of Corporate Governance

	STATUTE AND FUNCTION/POWER STATUTORY PROVISION	PROPER-OFFICER PERSONS AUTHORIZED
7	Section 100C (2) – The officer to prepare a written summary of proceedings of committees or , sub-committees, Council or the Executive from which the public were excluded	Director of Corporate Governance
8	Section 100D (1)(a) – The officer to prepare a list of background papers for reports considered by committees, or sub-committees, Council or the Executive	Director of Corporate Governance
9	Section 100D (5) – The o Officer to determine which documents constitute background papers; and under Section 100H –to be responsible for charging ability to charge for copies of those	Director of Corporate Governance
10	Section 100F (2) – The officer to decide which documents are not, by virtue of containing exempt information, required to be open to inspection	Director of Corporate Governance
11	Section 100G - To maintain a register of the names and addresses of Elected Members and membership of committees, lists of delegations and the like	Director of Corporate Governance
12	Section 115 – The officer to whom money properly due from officers shall be paid	Finance Officer (Director of Corporate Resources)
13	Section 151 (and section 114 of the Local Government Finance Act 1988) – The officer to be responsible for the proper administration of the Authority's London Councils' financial affairs (and to issue a report to elected Members if there is or is likely to be unlawful expenditure or an unbalanced budget)	Finance Officer (Director of Corporate Resources)
14	Section 223 - Authorising officers to attend court and appear on behalf of the Council London Councils under Local Government Act 1972 and the County Courts Act 1984	Chief Executive, Corporate Directors & Programme Directors
15	Section 225 (1) – The officer to receive and retain statutory documents on behalf of the Authority London Councils	Chief Executive
16	Section 229 (5) – The officer to certify photographic copies of documents	Chief Executive
17	Section 233 – The officer to receive documents required to be served on the Authority London Councils	Chief Executive
18	Section 234 (1) & (2) – The officer to authenticate documents on behalf of the Authority London Councils	Chief Executive
19	Schedule 12 [paragraphs 4(12)(ab) & 4(3)] – The officer responsible for issuing summons to meetings at which business is proposed the receipt of notices regarding the address to which a summons to meetings is to be sent	Chief Executive
20	Schedule 14 [paragraph 25(7)] – The officer responsible for the certification of true copies of resolutions	Chief Executive
LOCAL GOVERNMENT ACT 1974		
21	Section 30(5) - Notice of Local Government Ombudsman's Report	Chief Executive
LOCAL GOVERNMENT FINANCE ACT 1988		
22	Section 116 - Notification to the Council's London Councils' auditor of any meeting to be held under Section 15 of the 1988 Act (meeting to consider any report of the Chief Finance Office under Section 114)	Finance Officer (Director of Corporate Resources)

23	Section 139A - Provision of information to the Secretary of State in relation to the exercise of his powers under this Act as and when <u>required</u> .	<u>Finance Officer</u> (Director of Corporate Resources)
LOCAL GOVERNMENT AND HOUSING ACT 1989		
24	Section 2 – The officer to hold on deposit the list of politically restricted posts and Section 2 - provision of certificates as to whether a post is politically restricted	Director of Corporate Governance
25	Section 4 – The officer to be designated Head of Paid Service	Chief Executive
26	Sections 15 – 17 (and regulations made thereunder) – The officer to receive notices relating to the membership of political groups	Chief Executive
CIVIL EVIDENCE ACT 1995		
27	To certify Council records for the purposes of admitting the document in evidence in civil proceedings.	<u>Any member of the</u> Corporate Management Board
LOCAL GOVERNMENT (CONTRACTS) ACT 1997		
28	Certification of relevant powers to enter into contracts	Chief Executive and Director of Corporate
DATA PROTECTION ACT 1998		
29	Duty to notify the Information Commission of any changes in accordance with Section 20 of the DPA 1998	Director of Corporate Governance
TRAFFIC MANAGEMENT ACT 2004 and SCHEDULE 7 CIVIL ENFORCEMENT OF PARKING CONTRAVENTIONS (England) REPRESENTATIONS AND APPEALS REGULATIONS 2007		
30	Section 81(4)(a) requires enforcement authorities to provide administrative staff for adjudicators. The Schedule to the Civil Enforcement of Parking Contraventions (England) Representations and Appeals Regulations 2007 provides that one of the members of the administrative staff required by section 81 shall be appointed to perform the functions of proper officer as set out in the Schedule	<u>PATAS-Tribunal Manager Head of Support Services –</u>
LOCAL GOVERNMENT ACT 2003		
31	Requirement to report to <u>Council-London Councils</u> annually on the robustness of estimates and financial reserves	<u>Finance Officer</u> (Director of Corporate Resources)
MONEY LAUNDERING REGULATIONS 2003 - PROCEEDS OF CRIME ACT 2002		
32	Money Laundering Reporting Officer for the purposes of receiving disclosure on suspicions of money laundering and reporting as necessary	<u>Finance Officer</u> (Director of Corporate Resources)

Formatted: Indent: Left: 0.5 cm, Right: 0.25 cm

Formatted: Indent: Left: 0 cm

OTHER MISCELLANEOUS PROPER OFFICER FUNCTIONS		
33	Any other miscellaneous proper or statutory officer functions not otherwise specifically delegated by the Authority	Chief Executive or his/her nominated delegate

PART B

~~The following general statutory requirements shall be exercisable by all London Councils officers shall have regard to the following insofar as is relevant for the effective performance of their duties and within their job description and for the effective performance of their duties and responsibilities and are of responsibility.~~

B1	Audit	To comply with any powers and duties contained in directions made by the Audit Commission, or any other body which may be responsible for audit of the exercise of London Councils functions, including publication of performance standards and provision of information.
B2	Disabled Persons	Make provision for the supply of services and admission to public buildings and premises for those who are disabled, ensure proper signage and make appropriate adjustments for staff and service users.
B3	Criminal Proceedings	Have regard to London the Council's protocol in relation to the bringing of Council proceedings when deciding whether a person should be charged with any offence.
B4	Best Value	To have regard to London Councils' Best Value duties on the Authority when providing services and to keep under review the provision of all.
B5	Equalities	Ensure that London the Council's functions are carried out to eliminate discrimination and promote equality of opportunity and good relations and carry out appropriate equalities impact assessments of service delivery, policies and strategies and any changes.
B6	Identity Checks	To comply with any powers or duties contained in any Regulations or statutory provisions with regard to the necessity to check identification before the provision of public services.
B7	Proceeds of Crime and Money Laundering	To notify the Council's Money Laundering Officer (Head of Finance Officer (Director of Corporate Resources)) of any matter where proceeds from crime maybe used to fund an acquisition, benefit, agreement or services from the Council or where there is a suspicion that same are may be harbouring the proceeds of crime.
B8	Human Rights	To notify the Council's Money Laundering Officer (Head of Finance) Finance Officer of any matter where proceeds from crime maybe used to fund an acquisition, benefit, agreement or services from the Council London Councils or where there is a suspicion that someone same are may be harbouring the proceeds of crime.