

PART 3F

STATUTORY AND PROPER OFFICER APPOINTMENTS

General

3F.1 The Authority is required to appoint/designate officers as its statutory and proper officers. The table below identifies the Officers who have been appointed or designated proper officers for the respective functions.

[Article 17](#) (Interpretation) of the Authority's Constitution applies.

Designation	Relevant Legislation
CHIEF EXECUTIVE	
Head of Paid Service	S.4 Local Government and Housing Act, 1989
Proper Officer	S.4 Local Government and Housing Act, 1989
Proper Officer	S.30(5) Local Government Act 1972 (Notice of Ombudsman's reports)
Proper Officer	S.41 Local Government (Miscellaneous Provisions) Act 1976 (Certifying copy minutes etc.)
Proper Officer	S.83 Local Government Act, 1972 (Declaration of acceptance of office)
Proper Officer	S.84 Local Government Act, 1972 (Notice of resignation)
Proper Officer	S.88 Local Government Act, 1972 (Convening a meeting for election of Chairman etc)
Proper Officer	S.89 Local Government Act 12972 (Receiving notice of casual vacancy)
Proper Officer	S.96 Local Government Act, 1972 (Notice of Pecuniary Interests)
Proper Officer	Part VA Local Government Act, 1972 (Access to Information)
Proper Officer	The Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2012
Proper Officer	S.248 and 248 Local Government Act 18972 (roll of honorary aldermen and freemen)

Proper Officer	Local Government Act 1972, Schedule 12 (calling of meetings)
Proper Officer	Ss 8, 28 and 35 Representation of the People Act 1983
Proper Officer	The Local Authorities (Referendums)(Petitions and Directions)(England) Regulations 2000
Proper Officer	Ss 28,29 and 30 Regulation of Investigatory Powers Act 2000
Proper Officer	S.210 Local Government Act, 1972 (Charities)
Proper Officer	S 225 Local Government Act 1972 (receipt of documents for custody)
Proper Officer	S.2 Local Government and Housing Act, 1989 (list of politically restricted posts)
Proper Officer	Ss.236 and 238 Local Government Act, 1972 (Byelaws)
Proper Officer	S.191 Local Government Act 1972 (information on boundaries)
Proper Officer, where applied to any reference in legislation to Town Clerk or Clerk of a Council	All legislation prior to 1 April 1972
Proper Officer	All purposes not otherwise designated, other than under the Constitution, or where the designated Proper Officer is unable to act, by reason of absence, conflict of interest or otherwise
Electoral Registration Officer and Returning Officer	Ss 3 and 4 of Local Government (Contracts) Act 1997
SECTION 151 OFFICER	
Officer responsible for the administration of the financial affairs of the Council ("Section 151 Officer")	S.151 Local Government Act, 1972
Officer responsible for the administration of the financial affairs of the	S.151 Local Government Act, 1972 S 6 Local Government and Housing Act 1989

Council.	
Proper Officer, where applied to any reference in legislation to Treasurer or Borough Treasurer	All legislation prior to 1 April, 1972
Proper Officer	S.115 Local Government Act, 1972 (Payment of money by Council officers)
Proper Officer	S.146 Local Government Act, 1972 (Transfer of securities on change of Council area, etc)
S151 Officer	S.228 Local Government Act 1972 (accounts open for inspection)
S151 Officer	S.88 (8) Environmental Protection Act, 1990 (Certificates for fixed penalties)
Proper Officer	Ss 28,29 and 30 Regulation of Investigatory Powers Act 2000
Proper Officer	Ss.229 and 234 Local Government Act, 1972 (Authentication of Documents etc)
Proper Officer	S.16 Local Government (Miscellaneous Provisions) Act 1976 (Requests for particulars of interests in land)
Proper Officer	S.93 Building Act, 1984 (Authentication of documents)
MONITORING OFFICER	
Monitoring Officer	S.5 Local Government and Housing Act, 1989
Proper Officer	S.229 Local Government Act, 1972 (Authentication of documents etc)
Proper Officer	S.41 Local Government (Miscellaneous Provisions) Act 1976 (Certifying copy minutes etc.)
Proper Officer	Ss 28,29 and 30 Regulation of Investigatory Powers Act 2000
Proper Officer	Local Government Act 1972, Schedule 14 (certifying resolutions for legal proceedings)
Proper Officer	All purposes not otherwise designated, other than under the Constitution, or where the designated Proper Officer is unable to act, by reason of absence, conflict of interest or otherwise.

Officer with responsibility for Consumer Standards and Complaints	Social Housing (Regulation) Act 2003 and Housing Ombudsman Code of Practice
Health and Safety Lead	Housing and Regeneration Act 2008 as amended by the Social Housing (Regulation) Act 2023
DIRECTOR OF PLANNING AND BUILDING CONTROL	
Proper Officer	Local Government Act 1972 (records of listed buildings)
Proper Officer, where applied to any reference in legislation to Borough Surveyor or Surveyor	All legislation prior to 1 April, 1972
HEAD OF PUBLIC PROTECTION	
Proper Officer	S.47 National Assistance Act 1948 (Orders dealing with elderly, infirm etc)
Proper Officer	Public Health (Control of Disease) Act, 1984 (notifying communicable diseases)
Proper Officer	S.49(3)(a) of the Food Safety Act, 1990 (Authentication of Documents etc)