

**3.3.18 AUTHORISATIONS TO THE PROPER OFFICER IN RELATION TO
VARIOUS ACTS**

<u>SECTION</u>	<u>DUTIES</u>	<u>APPOINTMENT</u>
16	Inspector	Environmental Health Manager
In relation to the Local Government and Housing Act 1989		
4	Head of Paid Service	Chief Executive
5	Monitoring Officer	Legal Services Manager
Standing Order 24	Appointments of Members to Committees and Sub-Committees	Democratic Services Manager
19	Members' Interest	Monitoring Officer
In relation to the Housing Act 1985		
Part III	Duty of Council towards persons presenting as homeless	Housing Services Manager
In relation to the Data protection Act 1984		
	Ensuring that the requirements of the Act are met throughout the Council's operations	Section 151 Officer
In relation to the Local Government Act 1972		
13(3)	Parish Trustee	Legal Services Manager
39	Registration Officer	Chief Executive
41(1)	Returning Officer	Chief Executive
83(1)-(4)	Declaration of Acceptance of office	Chief Executive Democratic Services Manager
84	Councillors' Resignations	Chief Executive Democratic Services Manager
88(2)	Filling of casual vacancy in case of Chairman etc.	Chief Executive Democratic Services Manager

89(1)(b)	Filling of casual vacancy in case of Councillors	Democratic Services Manager
96(1) and (2)	Receipt of notices of pecuniary interest and keeping records of disclosures	Democratic Services Manager
100B(2)	Designation of Reports not for publication	Chief Executive Deputy Chief Executives, Heads of Service and Managers
100C	Written Summaries of Proceeding	Democratic Services Manager
100D(1)(A)	Compilations of lists of "Background Papers"	Chief Executive Deputy Chief Executives, Heads of Service and Managers
100D(5)(A)	Identification of "Background Papers"	Chief Executive Deputy Chief Executives, Heads of Service and Managers
115(2)	Receipt of money due from Officers	Section 151 Officer
146(1)(a) and (b)	Declarations and Certificates with regard to securities	Section 151 Officer
151	Financial Administration	Section 151 Officer
191(2)(3) and (4)	Functions with respect to ordnance survey	Development Control Manager
204(3)	Receipt of applications for licences under Schedule 2 to the Licensing Act 1964	Legal Services Manager
210(6) and (7)	Charity functions of holders of offices	Legal Services Manager
225(1)	Deposits of documents	Democratic Services Manager
229(5)	Photographic copies of documents-certification	Democratic Services Manager Legal Services Manager
234(1) and (2)	Authentication of documents where not otherwise provided for	Democratic Services Manager Legal Services Manager

236(9) and (1)	To send copies of Byelaws for Parish and County Records	Legal Services Manager
238	Certification of Byelaws	Legal Services Manager
248(2)	Keeping a roll of Freeman	Chief Executive
Schedule 12 para.	Signature of summonses to Council	Democratic Services Manager
4(2) (b) and (3)	Meetings and receipt of notices regarding address to which summons to meeting is to be sent	Democratic Services Manager Legal Services Manager
Schedule 14 para. 25(7)	Certification of resolutions under para. 25 of Schedule 14	Democratic Services Manager Legal Services Manager
Section 16 para.28	Receipt of deposit of lists of protected buildings (Section 1 of the Listed Buildings and Conservation Areas) Act 1990	Assets, Design and Regeneration Manager

In respect of any enactment passed before or during the 1971-1972 session of Parliament other than the Local Government Act 1972 or in any instrument made before 26th October 1972 shall be:-

SECTION

APPOINTMENT

Authentication of Building Regulation decisions

Development Control Manager.

Inspector, Public Health Inspector in respect of the Statutes and Regulations as follows;

Environmental Health Manager.

Public Health Act 1936, Section 79,84,343(1)

Environmental Health Manager with Consultant for Communicable Disease Control or Senior Clinical Medical Officer in Communicable Disease Control or Consultant in Public Health Medicine or Director of Public Health

Building Act 1984, Section 59

Environmental Health Manager with Consultant for Communicable Disease Control or Senior Clinical Medical Officer in Communicable Disease Control or Consultant in Public Health Medicine or Director of Public Health

Public Health Act 1961, Section 37

Environmental Health Manager with Consultant for Communicable Disease Control or Senior Clinical Medical Officer in Communicable Disease Control or Consultant in Public Health Medicine or Director of Public Health

Public Health (Control of Disease) Act 1984, Sections 18,29,30,31

Environmental Health Manager with Consultant for Communicable Disease Control or Senior Clinical Medical Officer in Communicable Disease Control or Consultant in Public Health Medicine or Director of Public Health

Public Health (Shellfish) Regulations 1934 (as amended)

Environmental Health Manager with Consultant for Communicable Disease Control or Senior Clinical Medical Officer in Communicable Disease Control or Consultant in Public Health Medicine or Director of Public Health

Public Health (Control of Disease) Act 1984, Sections, 11, 16, 18, 20-24, 28, 32, 34, 35-37, 38, 48

Consultant for Communicable Disease Control or Senior Clinical Medical Officer in Communicable Disease Control or Consultant in Public Health Medicine or Director of Public Health

National Assistance Act 1948 (as amended) Section 47

Consultant for Communicable Disease Control or Senior Clinical Medical Officer in Communicable Disease Control or Consultant in Public Health Medicine or Director of Public Health

Public Health Infectious Diseases Regulations 1988	Consultant for Communicable Disease Control or Senior Clinical Medical Officer in Communicable Disease Control or Consultant in Public Health Medicine or Director of Public Health
Public Health (Fees for Notifications of Infectious Diseases) Order 1968 (as amended)	Consultant for Communicable Disease Control or Senior Clinical Medical Officer in Communicable Disease Control or Consultant in Public Health Medicine or Director of Public Health
Public Health (Prevention of Tuberculosis) Regulations 1925 (as amended)	Consultant for Communicable Disease Control or Senior Clinical Medical Officer in Communicable Disease Control or Consultant in Public Health Medicine or Director of Public Health
Public Health (Aircraft) Regulations 1979	Consultant for Communicable Disease Control or Senior Clinical Medical Officer in Communicable Disease Control or Consultant in Public Health Medicine or Director of Public Health
Public Health (Ships) Regulations 1979	Consultant for Communicable Disease Control or Senior Clinical Medical Officer in Communicable Disease Control or Consultant in Public Health Medicine or Director of Public Health

NOTES

1. In the event of the Proper Officer himself being absent or otherwise unable to act, the Chief Executive shall deputise for the appropriate Proper Officer with the exception of the Consultant in Communicable Disease Control/Senior Clinical Medical Officer in Communicable Disease Control/Consultant in Public Health Medicine/Director of Public Health for whom the Environmental Health Manager will deputise, the Legal Services Manager will act in the same capacity for the Chief Executive.
2. Environmental Health Manager is appointed the Authorised Officer in the statutory provisions relating to the Environmental Health Services where reference is made to an Authorised Officer.