

List of Proper Officers

Appendix 2

Designated by the County Council

Local Government Act 1972

Section	Subject	Proper Officer
83	Accepting declarations of acceptance of office	Chief Executive
84	Receiving resignations from office	Chief Executive
88(2)	Convening Council meeting for election to vacant office of Chairman	Chief Executive
89(1)	Receiving notice of casual vacancy in office of councillor	Chief Executive
96	Receiving and recording notice of pecuniary interest	Chief Executive
100B(2)	<p>To decide which reports are likely to be considered when a meeting is not open to the public</p> <p>(Note: This delegation in no way restricts the right of Committees or Sub-Committees to decide which reports will be considered in the absence of the press and public)</p>	<p>(a) Assistant <u>Chief Executive Director, Legal and Democratic Services</u> in consultation with the Director responsible for preparation of report (or first signatory if more than one Director); or</p> <p>(b) where the Assistant <u>Chief Executive Director, Legal and Democratic Services</u> is not in attendance, Director responsible for conduct of Committee or Sub-Committee in question.</p>
100B(7)(c)	To decide whether copies of documents already supplied to members in connection with Council/ Committee/ Sub-Committee agenda and reports, shall also be	Assistant <u>Chief Executive Director, Legal and Democratic Services</u>

Section	Subject	Proper Officer
	supplied to the press.	
100C(2)	Preparation of summary of proceedings of Council/ Committee/Sub-Committee during confidential business.	Assistant Chief Executive Director, Legal and Democratic Services (or where Assistant Chief Executive Director, Legal and Democratic Services is not in attendance, the Director responsible for the conduct of the Committee or Sub-Committee in question).
100D(1) (a) 100D(5) (a)	To identify background papers relied on in preparation of reports and to compile a list of background papers relied on in preparation of reports.	Director responsible for preparation of report (or first signatory, if more than one Director).
100F(2)	To decide which documents are excluded from members' inspection as they disclose certain categories of exempt information.	Assistant Chief Executive Director, Legal and Democratic Services , after consultation with Director responsible for preparation of report (or first signatory if more than one Director).
Reference to a Director in relation to sections 100B - 100F of the Local Government Act 1972 includes such other officer nominated by a Director to act in his or her absence.		
115(2)	Receiving money due from officers to the Council	Director of Corporate Resources <u>Chief Finance Officer</u>
146(1)	Specifying securities and verifying change of name and identity of local authority	Assistant Chief Executive Director, Legal and Democratic Services
151	Responsibility for proper administration of financial affairs	Director of Corporate Resources or Deputy Director of Finance <u>Chief Finance Officer or Deputy Chief Finance Officer</u>

191 (2)	Receiving applications from Ordnance Survey for assistance	Assistant <u>Chief Executive Director, Legal and Democratic Services</u>
205(2)	Exercising functions imposed under the Scheme made under Section 63 of the Rent Act 1977 and approved by the Secretary of State	Assistant <u>Chief Executive Director, Legal and Democratic Services</u>
Section	Subject	Proper Officer
225(1)	Receiving and retaining deposited documents	Assistant <u>Chief Executive Director, Legal and Democratic Services</u>
229(5)	Certifying that a document is a photographic copy for the purposes of legal proceedings	Assistant <u>Chief Executive Director, Legal and Democratic Services</u>
234	Authentication of notices, orders or other documents	Assistant <u>Chief Executive Director, Legal and Democratic Services</u> and, where the document to be authenticated relates to a power delegated to him or her, the appropriate Director or an officer nominated by the Director.
236	Sending copies of bye-laws etc to district councils	Assistant <u>Chief Executive Director, Legal and Democratic Services</u>
238	Certification of copy of bye-laws	Assistant <u>Chief Executive Director, Legal and Democratic Services</u>
Schedule 12, para 4(2)(b)	Signing Council meeting summons	Assistant <u>Chief Executive Director, Legal and Democratic Services</u>
Schedule 12, para 4(3)	Receiving notice of Council member's address to which Council meetings' summons is to be sent	Assistant <u>Chief Executive Director, Legal and Democratic Services</u>

Schedule 21, para 66(1) and (2)	Preparing specification for street works in private streets pursuant to Section 205 of the Highways Act 1980 (Code of 1892) and certifying the resolution of approval and the approved documents or copies	Director of <u>Communities, Economy, and Transport and Environment</u>
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Schedule 21 and para 67	Certifying document detailing amendments to estimate and provisional apportionment of expenses for street works under Section 205 of the Highways Act 1980	Director of <u>Communities, Economy, and Transport and Environment</u>
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Section	Subject	Proper Officer
Schedule 29, para 41 (3), (4) and (5)	Appointing interim superintendent registrars or interim registrars of births and deaths pursuant to Sections 9(1) and (2) of the Registration Service Act 1953	Assistant Director of Community <u>and Customer Services</u>
	Exercising powers provided by the local scheme of organisation of the registration service pursuant to Sections 13(2)(h) and 13(3)(b) of the Registration Service Act 1953	Assistant Director of Community <u>and Customer Services</u>
	Prescription by the Registrar General of duties under the Registration Acts of proper officers pursuant to Section 20 of the Registration Service Act 1953	Assistant Director of Community <u>and Customer Services</u>

Local Government Act 1988

Section	Subject	Proper Officer
116	Responsibility for notifying the external auditor of arrangements for a meeting to consider a report from the Chief Financial Officer under this Act.	Assistant <u>Chief Executive</u> Director, Legal and Democratic Services

Local Government and Housing Act 1989

Section	Subject	Proper Officer
2	Holding of the list of posts which are politically restricted within the definition in sub-sections (2) and (3) of section 2 of the Act	Assistant <u>Chief Executive Director, Legal and Democratic Services</u>
<u>5</u>	<u>Be designated as the Monitoring Officer</u>	<u>Assistant Chief Executive</u>
15-17	Receiving notice of formation of political group or of changes in membership of political group; the name of the group; the name of the group leader and deputy; and groups' nominations of members to sit on committees etc.	Assistant <u>Chief Executive Director, Legal and Democratic Services</u>

Commons Registration (East Sussex) Act 1994

Section	Subject	Proper Officer
7	Certification of new registers	Assistant <u>Chief Executive Director, Legal and Democratic Services</u>

Localism Act 2011

Section	Subject	Proper Officer
Chapter 7 S 28	Receive complaints of failure to comply with the Code of Code for Members	Assistant <u>Chief Executive Director, Legal and Democratic Services</u>

~~In special circumstances Aa~~ Proper Officer may at anytime delegate or authorise other nominate any senior officers to perform the designated duties on his or her behalf exercise all the powers of the Proper Officer concerned.