

List of Proper Officers

Designated by the County Council

Local Government Act 1972

Section	Subject	Proper Officer
83	Accepting declarations of acceptance of office	Deputy 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
100B(2)	To decide which reports are likely to be considered when a meeting is not open to the public. (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)	(a) Deputy Chief Executive in consultation with the Director responsible for preparation of report (or first signatory if more than one Director); or (b) where the Deputy Chief Executive is not in attendance, Director responsible for conduct of Committee or Sub-Committee in question.
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 supplied to the press.	Deputy Chief Executive
100C(2)	Preparation of summary of proceedings of Council/	Deputy Chief Executive (or where Deputy Chief Executive is not in

CONSTITUTION – PART 3 – RESPONSIBILITY FOR FUNCTIONS

Section	Subject	Proper Officer
	Committee/Sub-Committee during confidential business.	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.	Deputy Chief Executive, 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	Chief Finance Officer
146(1)	Specifying securities and verifying change of name and identity of local authority	Deputy Chief Executive
151	Responsibility for proper administration of financial affairs	Chief Finance Officer or Deputy Chief Finance Officer
191(2)	Receiving applications from Ordnance Survey for assistance	Deputy Chief Executive
205(2)	Exercising functions imposed under the Scheme made under Section 63 of the Rent Act 1977 and approved by the Secretary of State	Deputy Chief Executive

CONSTITUTION – PART 3 – RESPONSIBILITY FOR FUNCTIONS

Section	Subject	Proper Officer
225(1)	Receiving and retaining deposited documents	Deputy Chief Executive
229(5)	Certifying that a document is a photographic copy for the purposes of legal proceedings	Deputy Chief Executive
234	Authentication of notices, orders or other documents	Deputy Chief Executive 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	Deputy Chief Executive
238	Certification of copy of bye-laws	Deputy Chief Executive
Schedule 12, para 4(2)(b)	Signing Council meeting summons	Deputy Chief Executive
Schedule 12, para 4(3)	Receiving notice of Council member's address to which Council meetings' summons is to be sent	Deputy Chief Executive
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 Communities, Economy and Transport
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 Communities, Economy and Transport

CONSTITUTION – PART 3 – RESPONSIBILITY FOR FUNCTIONS

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	Registration Services Manager
	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	Registration Services Manager
	Prescription by the Registrar General of duties under the Registration Acts of proper officers pursuant to Section 20 of the Registration Service Act 1953	Registration Services Manager

Local Government Finance 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.	Deputy Chief Executive

Representation of the People Act 1983

Section	Subject	Proper Officer
35(1)	Returning Officer for the County Council.	Chief Executive

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	Deputy Chief Executive
5	Be designated as the Monitoring Officer	Deputy Chief Executive
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.	Deputy Chief Executive

Commons Registration (East Sussex) Act 1994

Section	Subject	Proper Officer
7	Certification of new registers	Deputy Chief Executive

Localism Act 2011

Section	Subject	Proper Officer
28	Receive complaints of failure to comply with the Code of Code for Members	Deputy Chief Executive

A Proper Officer may at anytime delegate or authorise other officers to perform the designated duties on his or her behalf.