

Legislation		Responsibility	Proper Officer
Local Government Act 1972	Section 46	Transfer of securities	Service Director Director Finance
Local Government Act 1972	Section 83 (1) to (4)	Witnessing and receiving declarations of acceptance of office	Service Director Director Legal Legal and Democratic Services Democratic Services
Local Government Act 1972	Section 84(1)	Receiving a councillor's resignation	Service Director Director Legal Legal and Democratic Services Democratic Services
Local Government Act 1972	Section 88 (2)	Calling a full council meeting to elect a chair if there is a casual vacancy	Service Director Director Legal Legal and Democratic Services Democratic Services
Local Government Act 1972	Section 89 (1)	Giving notice of a casual vacancy	Service Director Director Legal Legal and Democratic Services Democratic Services
Local Government Act 1972	Section 100 except 100 (d)	Opening meetings to the public	Service Director Director Legal Legal and Democratic Services Democratic Services
Local Government Act 1972	Section 100 (d)	Listing background papers for reports and making copies available for the public to look at	Service Director Director Legal Legal and Democratic Services Democratic Services
Local Government Act 1972	Section 115 (2)	Receiving money due from officers	Service Director Director Finance
Local Government Act 1972	Section 146 (1)(a) & (b)	Making declarations and certificates about transferring securities	Service Director Director Finance
Local Government Act 1972	Section 191	Receiving applications under Section 1 of the Ordnance Survey Act 1841	Service Director Director Legal Legal and Democratic Services Democratic Services
Local Government Act 1972	Section 225	Depositing documents	Service Director Director Legal Legal and Democratic Services Democratic Services
Local Government Act 1972	Section 228 (3)	Making accounts available for councillors to look at	Service Director Director Finance
Local Government Act 1972	Section 229 (5)	Certifying photocopies of documents	Service Director Director Legal Legal and Democratic Services Democratic Services
Local Government Act 1972	Section 234	Authenticating documents	Service Director Director Legal Legal and Democratic Services Democratic Services
Local Government Act 1972	Section 238	Certifying byelaws	Service Director Director Legal Legal and Democratic Services Democratic Services

Legislation		Responsibility	Proper Officer
Local Government Act 1972	Section 248	Keeping a list of freemen of the city	Service Director <u>Director Legal-Legal and Democratic Services</u>
Local Government Act 1972	Section 228	Accounts to be opened for inspection	Service Director <u>Director Finance</u>
Local Government Act 1972	Part V (a)	Access to reports, etc	Service Director <u>Director Legal-Legal and Democratic Services</u>
Local Government Act 1972	Section 96(1) & (2)	Notice of pecuniary interests	Service Director <u>Director Legal-Legal and Democratic Services</u>
Local Government Act 1972	Sections 100 B (2) & (7)	Circulation of reports and agendas and supply of papers to the press	Service Director <u>Director Legal-Legal and Democratic Services</u>
Local Government Act 1972	Section 100 D (1) (a)	Background papers	Service Director <u>Director Legal-Legal and Democratic Services</u>
Local Government Act 1972	Section 210 (6) & (7)	Exercise of residual charity functions	Service Director <u>Director Finance</u>
Local Government Act 1972	Section 100 C	Summaries of minutes	Service Director <u>Director Legal-Legal and Democratic Services</u>
Local Government Act 1972	Schedule 12, Para 4 (2) (b)	Signing the summons to full council	Service Director <u>Director Legal-Legal and Democratic Services</u>
Local Government Act 1972	Schedule 12 Para 4(3)	Being told where to send summonses to full council meetings	Service Director <u>Director Legal-Legal and Democratic Services</u>
Local Government Act 1972	Schedule 14 Para 25	Certifying resolutions passed under this paragraph	Service Director <u>Director Legal-Legal and Democratic Services</u>
Local Government Act 1974	Section 30 (5)	Giving notice that copies of an ombudsman's report are available	Individual appointed by <u>Executive Director Communities Strategic Director, Neighbourhoods</u>
Local Government (Miscellaneous Provisions) Act 1976	Section 41 (1)	Certifying copies of resolutions and minutes	Service Director <u>Director Legal-Legal and Democratic Services</u>
Local Authorities Cemeteries Order 1977	Regulation 10	Signing exclusive burial rights	Individual appointed by <u>Strategic Director Neighbourhoods Executive Director Communities</u>

Legislation		Responsibility	Proper Officer
Representation of the People Act 1983	Section 67	Receiving declarations of election candidature	Service Director Director Legal Legal and Democratic Services
Representation of the People Act 1983	Section 82 and 89	Receiving election expense declarations and returns and holding them for the public to look at	Service Director Director Legal Legal and Democratic Services
Local Elections (Principal Area) Rules 1986	Rule 46	Keeping documents after an election and making them available for the public to look at	Service Director Director Legal Legal and Democratic Services
Local Government and Housing Act 1989	Section 2 (4)	Keeping the list of politically restricted posts	Service Director Director Legal Legal and Democratic Services
Local Government (Committees and Political Groups) Regulations 1990	Regulation 14	Notification of allocated or vacated seat	Service Director Director Legal Legal and Democratic Services
Local Authorities (Standing Orders) (England) Regulations 2001		Giving notice of appointments and dismissals at chief or deputy chief officer level	Head of Paid Service
Local Government Act 2000		Acting as proper officer for all responsibilities in the Local Government Act 2000 and subordinate legislation	Service Director Director Legal Legal and Democratic Services
Public Health Act 1936	Section 85 (2)	Serving a notice requiring action to deal with verminous people or things	Individual appointed by Director of Public Health Director of City Wellbeing, Resilience and City Partnerships
Public Health Act 1961	Section 37	Controlling verminous things	As above
Public Health (Control of Disease) Act 1984	Section 11	Being told about cases of notifiable disease or food poisoning	As above
Public Health (Control of Disease) Act 1984	Section 18	Getting information about cases of notifiable disease or food poisoning	As above

Comment [PC1]: Jacquie McGeachie to confirm

Legislation		Responsibility	Proper Officer
Public Health (Control of Disease) Act 1984	Section 20	Stopping of work to prevent disease spreading	As above
Public Health (Control of Disease) Act 1984	Section 21	Excluding children from school if they are likely to carry a notifiable disease	As above
Public Health (Control of Disease) Act 1984	Section 22	Asking for the names and addresses of pupils at a school or department of a school	As above
Public Health (Control of Disease) Act 1984	Section 31	Certifying the need to disinfect premises	As above
Public Health (Control of Disease) Act 1984	Section 32	Certifying the need to remove someone from an infected house	As above
Public Health (Control of Disease) Act 1984	Section 36	Issuing certificates to get an order to examine people believed to be carrying notifiable diseases	As above
Public Health (Control of Disease) Act 1984	Section 40	Getting a warrant to examine residents of a common lodging house	As above
Public Health (Control of Disease) Act 1984	Section 42	Certifying a common lodging house to be free from infection	As above
Public Health (Control of Disease) Act 1984	Section 43	Certifying that the body of someone who dies in hospital from a notifiable disease must not be moved except to be taken to a mortuary or immediately buried or cremated	As above
Public Health (Control of Disease) Act 1984	Section 48	Certifying that it would be a health risk to keep a body in a building	As above

Legislation		Responsibility	Proper Officer
Public Health (Control of Disease) Act 1984	Section 59	Authenticating documents about things they are responsible for	As above
Public Health (Infectious Diseases) Regulations 1988	Regulations 6, 8, 10 & 12	Reporting of infectious diseases; arrangements for vaccination/immunisation; divulging of confidential documents relating to infectious diseases	As above
Public Health (Aircraft) Regulations 1979 and Public Health (Ships) Regulations 1979		Functions of the "Medical Officer"	As above
National Assistance Act 1948	Section 47	Taking people in need of care and attention to a suitable place	Service Director <u>Director Legal and Democratic Services</u>
National Assistance (Amendment) Act 1951	Section 1	Certifying the need for immediate action	Service Director <u>Director Legal and Democratic Services</u>
Money Laundering Regulations 2003	Regulation 7	Being told about suspected money laundering	Service Director <u>Director Legal Head of Internal Audit</u>
Housing Act 2004	Section 4	Complaint as to condition of residential premises	Individual appointed by Strategic Director <u>Neighbourhoods Executive Director Communities</u>
Food Safety Act 1990	Section 49(3)(a)	Authentication of documents, etc.	Individual appointed by Strategic Director <u>Neighbourhoods Executive Director Communities</u>
Building Act 1984	Section 93	Authentication of documents, etc	Individual appointed by Strategic Director <u>Neighbourhoods Executive Director Communities</u>
Building Act 1984	Section 78	Functions of the "surveyor"	Individual appointed by Strategic Director <u>Neighbourhoods Communities Executive Director Communities</u>
Marriage Act 1949		Proper Officer for registrations	Service Director <u>Director Legal and Democratic Services</u>

Legislation		Responsibility	Proper Officer
Births and Deaths Registration Act 1953		Proper Officer for registrations	Service Director Director Legal Legal and Democratic Services Democratic Services
Regulation of Investigatory Powers Act 2000		Designated person for authorising the acquisition of communications data	Licensing and Trading Standards Manager
Any legislation past or made before or during 1972		Any functions of “the Clerk of the Council” or the “Town Clerk” which is to be construed as a reference to the Proper Officer of the Council.	Service Director Director Legal Legal and Democratic Services Democratic Services
Any legislation past or made before or during 1972 <u>General Data Protection Regulations 2018</u>		Any function of the “Treasurer” <u>Statutory Data Protection Officer</u>	Service Director Director Finance <u>Director Legal and Democratic Services</u>

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