

APPENDIX 4

(the words recommended for addition or insertion are shown in italics and underlined)

APPENDIX E of the Council's Constitution

Part F.7, Section 9, Proper Officer and Specified Officer Functions

Head of Local Democracy and Member Services

The Head of Local Democracy and Member Services has been appointed Proper Officer and specified officer in relation to:

- (a) Part VA and Schedule 12A of the Local Government Act 1972 (Access to Information) and the Local Authorities (Executive Arrangements)(Access to Information)(England) Regulations 2000-2002 (Access to Information);
- (b) Except as provided in 1.6 below, section 191 (information to assist Ordnance Survey) of the Local Government Act 1972;
- (c) Sections 225 and 229 and Schedule 14, Part II, Paragraph 25 (7) of the Local Government Act 1972, and Section 41(1) of the Local Government (Miscellaneous Provisions) Act 1976 (custody of, and certifying, documents);
- (d) The Local Government and Housing Act 1989, Section 2(2) (Maintenance of list of politically restricted posts);
- (e) Section 19 of the Local Government & Housing Act 1989 and Regulations made thereunder (Members' Interests Regulations);
- (f) Section 8 of the Representation of the People Act 1983, as the officer who will act as Deputy to the Electoral Registration Officer in the event of the latter's incapacity or a vacancy arising.

In addition the Head of Member Services is empowered:

- (g) To determine the appointment of outside members to the "pool" from which the membership of School Admissions

Appeals Panels and School Exclusions Appeals Panels are drawn;

- (h) To determine the membership of individual Appeals Panels (under (g) above) and the selection of Chairs of these Panels;
- (i) To make appointments of representative School Governors as notified by the Executive Member for Education or the Opposition Spokesperson, as appropriate;*
- (j) To make appointments to vacancies on the Standing Advisory Council on Religious Education and Conference Committees
- (k) To make appointments to the membership of special Licensing Sub-Committees from among the Members of the Licensing Committee;
- (l) To appoint an additional Member or Members to any scheduled meeting of a Licensing Sub-Committee from among the Members of the Licensing Committee whenever the appointment of a substitute Member under the Committee Procedure Rules (Part 4, Section B) would be impracticable and the meeting would otherwise be inquorate;
- (m) The exercise of the delegated powers in (k) and (l) above shall be, so far as practicable, in consultation with the Chair of the Licensing Committee and the Chief Whip of each Group and with a view to achieving political balance in the membership of Licensing Committees.
- (n) To appoint the membership of Assessment Sub-Committees, Review Sub-Committees and Hearing Sub-Committees in accordance with the relevant Regulations (S.I. 2008/1085 and any amendment) and the decisions of the Standards Committee and in consultation with the Chair of the Standards Committee and the Monitoring Officer.