

Section 4 PROPER OFFICER AND SPECIFIED OFFICER FUNCTIONS

4. **Democratic Services Manager**

The Democratic Services Manager is appointed Proper Officer in relation to:

Local Government Act 1972	
S100 B, D	All references to proper officer in relation to admission of public and press to meetings; compiling list of background papers for reports and make copies available for public inspection
S225	Receiving and custody of documents
S229(5)	Certification of photographic copies of documents
S248	Officer keeping the roll of Freemen
Schedule 14 Para 25	Certification of Resolution concerning the Public Health Acts 1875-1925
Local Government (Miscellaneous Provisions) Act 1976	
S41	Certification of Minutes, resolutions, orders and reports of the Council
Local Government (Committees and Political Groups) Regulations 1990	
Regulation 8	To receive notice of the composition of political groups
Local Authorities (Executive Arrangements) (Meetings and Access to Information) Regulations 2012	
Regulation 7, 10, 12, 13, 14, 15,	Access to agenda and reports for meetings which is likely to be a private meeting Notices and publication in relation to key decisions to be taken under general exception Ensure record of every Executive decision Ensure record of every executive decision made by an individual Ensure records of all executive decisions are open to inspection after the meeting/decision is made Ensure all background papers listed on reports are available for public inspection
Local Authorities (Referendums) (Petitions) (England) Regulations 2011	
Regulation 4, 5, 7, 8, 11, 13, 14	To publish the verification number each year, manage petitions submitted after a referendum is called, amalgamation of petitions, manage statutory procedure for petitions, publicise petitions
Local Authorities (Standing Orders) (England) Regulations 2001	
(Sched. 1 part 2)	To receive from Staffing and Remuneration Committee the recommendation to Council for the appoint of X individual as CE, and/or the intention to

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	appoint X individual as the MO/CFO/Directors in order to notify members of the Cabinet and receive any objections
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In addition to the proper officer functions listed above, the Democratic Services Manager is empowered:

- (a) 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;
- (b) To determine the membership of individual Appeals Panels (under (a) above) and the selection of Chairs of these Panels;
- (c) To make appointments of representative School Governors as notified by the Cabinet Member for Children or the Opposition Spokesperson, as appropriate;
- (d) To make appointments to vacancies on the Standing Advisory Council on Religious Education and Conference Committees;
- (e) To make appointments to the membership of Special Licensing Sub-Committees from among the members of the Regulatory Committee;
- (f) To appoint an additional member or members to any scheduled meeting of a Licensing Sub-Committee from among the members of the Regulatory 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;
- (g) The exercise of the delegated powers in (j) and (k) above shall be, so far as practicable, in consultation with the Chair of the Regulatory Committee and the Chief Whip of each Group and with a view to achieving political balance in the membership of Licensing Sub-Committees.
- (h) To appoint the membership of Assessment Sub-Committees, and Hearing Sub-Committees in accordance with the arrangements for dealing with allegations that a member or co-opted member has failed to comply with the Members’ Code of Conduct and the decisions of the Standards Committee and in consultation with the Chair of the Standards Committee and the Monitoring Officer.

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