**CHIEF EXECUTIVE**

**Proper Officer Provisions**

**1. Proper Officer Appointments**

(a) Any reference in any enactment passed before or during the 1971/72 Session of Parliament other than the Local Government Act 1972 or any instrument made before 26 October 1972, to the Clerk of a Council or the Town Clerk of a Borough which, is to be construed as a reference to the Proper Officer of the Council;

(b) Local Government Act 1972

 Section 83 (1-4) - witness and receipt of declaration of acceptance of office;

 Section 84 - receipt of declaration of resignation of office;

 Section 88(2) - convening of meeting of Council to fill a casual vacancy in office of Mayor;

 Section 89(1)(b) - receipt of notice from 2 local government electors requesting an election to fill a casual vacancy in the office of County Borough Councillor;

 Section 225(1) - receipt of documents;

 \*Section 229(5) - certification of photographic copies of documents;

 \*Section 234(1) and (2) - authentication of any notices orders or other documents;

 \*Section 238 - certification of byelaws;

 Section 248 - keeping of Roll of Freeman;

 Schedule 12 Para 4(2)(b) - signature of summonses to Council meetings;

 Schedule 12 Para 4(3) - receipt of notices regarding address to which summons to meetings is to be sent;

 Schedule 14 Para 25(7) - certification of resolutions under Para 25 of Schedule 14;

 Schedule 29 Paras 4(1)(a) and (c) - reference to Proper Officer in connection with general adaptation of enactments.

(c) \*Local Government (Miscellaneous Provisions) Act 1976 - Section 41 - certifications

(d) Local Government (Committees and Political Groups) Regulations 1990

(\*Also applicable to the Chief Executive; the Head of Legal and Democratic Services, and Mr. Michael Shaw, Principal Solicitor – Litigation).

(e) The Local Elections (Parishes and Communities) Rules 1986 - receipt of notice from ten persons requesting an election to fill a casual vacancy in the office of Community Councillor.

**2. Returning Officer and Electoral Registration Officer**

That under Section 35 (1A) of the Representation of the People Act 1983 that the Chief Executive is designated as the Returning Officer for the County Borough Council and Community Council purposes.

The Chief Executive is appointed the Electoral Registration Officer for the Parliamentary Constituencies of Aberavon and Neath, in accordance with Section 8 of the Representation of the People Act 1983.

That under Section 35 (1A) of the Representation of the People Act 1983 that the Electoral Services Manager is designated as the standing Deputy Returning Officer for the County Borough Council and Community Council purposes.

Mr Rhys George is designated as the standing Deputy Electoral Registration Officer for the Parliamentary Constituencies of Aberavon and Neath, in accordance with Section 8 of the Representation of the People Act 1983.

**CHIEF EXECUTIVE**

**Delegation Arrangements**

1. **General Delegation**

In cases of urgency or emergency, to exercise any Executive Function (even where such matters are reserved to the Cabinet) or take any decision on behalf of the Council, where this is necessary to protect the Council’s interests.

To be Chief Executive pursuant to legislative requirements and discharge the functions of appointment and dismissal of, and taking disciplinary action against, any member of staff, in accordance with the Council’s HR and financial procedures and subject to appropriate consultation as outlined therein, except where such functions have been reserved to the Personnel Committee.

To exercise corporate Council functions as appropriate.

To incur expenditure in the event of a civil emergency.

To determine any matter which is not a matter specifically reserved for full Council, a committee of the Council, the Cabinet or another Statutory Officer.

To act as Proper Officer for all functions not allocated to other officers.

**2. Polling District Reviews**

In consultation with relevant Members for the Electoral division being reviewed, to conduct, determine and implement Polling District Reviews under the Representation of the People Acts.

**2. Neath Port Talbot Waste Management Company Limited**

The Chief Executive and the Head of Legal and Democratic Services are nominated as shareholder representatives to Neath Port Talbot Waste Management Company Limited.