

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.

HEAD OF LEGAL AND DEMOCRATIC SERVICES

Proper Officer Provisions

1. Registration Purposes

The Head of Legal and Democratic Services is Proper Officer for the following matters and to undertake such duties as are necessary to discharge this Council's local government reorganisation responsibilities for the transfer of the service:-

Proper Officer for Registration purposes set out in the Registration Service Act 1953, the Registration of Births, Deaths and Marriages Regulations 1968 onwards and by the Local Registration Scheme; together with Civil Partnerships.

In addition to these statutory functions, the Proper Officer is to act on Council's behalf in the discharge of their duties in respect of the following:-

Marriage Act 1949

- Reimbursing superintendent registrars the fees paid to incumbents and authorised persons for quarterly certified copies of marriage entries (Section 57(4)).

Registration Service Act 1953

- Appointment of registration officers (Section 6(1));
- Payment of registration officers and receipt of registration fees (Section 6(3));
- Provision and maintenance of district register offices (Section 10(1));
- Preparation and submission of a local registration scheme (Section 14(1)).

Local Registration Scheme

- Provision of assistance to registration officers (Article 5(1)(b));

- Provision, equipment and maintenance of registration offices (Article 6).

Delegated Authority is also granted to the Head of Legal and Democratic Services as the Proper Officer for Registration Matters, to approve or refuse applications for Certificates of Approval for the use of premises as venues for the solemnisation of civil marriage ceremonies, subject to the proviso that if any objections are received in response to the statutory advertisement for a particular application, then that application be referred to the Registration and Licensing Committee for a decision.

Time of Marriages and Civil Partnership Ceremonies

The Head of Legal and Democratic Services is granted authority to introduce a scheme for the availability of the service, setting appropriate fees and other conditions considering each application as it arises, in line with staff availability and other conditions and operational issues, as detailed in the circulated report.

2. Other Proper Officer Appointments

(a) Local Government Act 1972

*Section 100F(2) and Regulations 10 and 11 of the Local Authorities (Executive Arrangements) (Decisions, Documents and Meetings) (Wales) Regulations 2001 – determining documents disclosing exempt information which are not open to inspection by Members

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

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

*Section 238 - certification of byelaws

Section 236(9)(10) - to send copies of byelaws

(b) *Local Government (Miscellaneous Provisions Act 1976)

Section 41 - Certifications

(*Also applicable to Chief, Executive, the Chief Executive and Mr. Michael Shaw, Principal Solicitor – Litigation, Miss Joanna Stevens, Principal Solicitor - Commercial and Procurement, Mr John Hodges, Service Manager, Legal Services Child Care Team and Mr. Gareth Griffiths, Principal Solicitor – Property and Corporate.

- (c) The Head of Legal and Democratic Services is designated under Section 3 of the Local Land Charges Act 1975 – to maintain Local Land Charges Register; and in absence, the Principal Solicitor – Litigation

3. Legal and Other Proceedings

The Head of Legal and Democratic Services (or in his absence the Deputy Monitoring Officer) is authorised to institute, defend or participate in any legal proceedings: including court actions; those of Tribunals; Arbitrations and/or Forums involving dispute resolutions. He/she is also authorised to instruct Counsel, engage expert witnesses and do all other things to facilitate the conduct of cases in the Council's name; including, as deemed appropriate, to settle and otherwise compromise actions. Any settlement over the value of £25,000 shall be in consultation with the Leader or relevant cabinet member.

The Head of Legal and Democratic Services is Solicitor to the Council, hence all proceedings and court actions are entered in his or her name and all representation organised through him/her.

The Head of Legal and Democratic Services is also authorised to instruct Counsel to provide advice to the Authority on any matters relating to the carrying out of its functions and to represent the Authority at Inquiries (of whatever nature) where he/she deems it necessary in the Authority's interests to do so.

4. Local Government Act 2000 and NAFW Regulations Made Thereunder – Standards Committee (Page 119 - Council February 2002 – Minute No. 16)

That the Proper Officer for all purposes relevant to the functioning of the Committee shall be the Monitoring Officer of the Council (for the time being) and in his absence, the Proper Officer shall be the Deputy Monitoring Officer of the Council (for the time being).

5. Neath Port Talbot Waste Management Company Limited

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

6. Freedom of Information Act 2000 – Section 36

That the Head of Legal and Democratic Services be appointed as the ‘qualified person’ for the purposes of the ‘prejudice to effective conduct of public affairs’ exemption.

7. Freedom of Information/Environmental Information Regulations Appeals

That Mr. Michael Shaw – Principal Solicitor Litigation and Deputy Monitoring Officer, Miss Joanna Stevens – Principal Solicitor Commercial and Procurement and Mr. John Hodges – Legal Services Child Care Manager, be granted delegated authority to deal with appeals against Freedom of Information/Environmental Information Regulations decisions.

8. Deputy Monitoring Officer

That Mr. Michael Shaw, Principal Solicitor Litigation is delegated to act as the Authority’s Deputy Monitoring Officer in circumstances where the Monitoring Officer is unable to act due to his/her absence or illness pursuant to Section 5 of the Local Government and Housing Act 1989 and in respect of all other related functions.

9. Mr. Michael Shaw, Principal Solicitor – Litigation, Miss Joanna Stevens Principal Solicitor – Commercial and Procurement Mr. Gareth Griffiths, Principal Solicitor – Property and Corporate and Mr. John Hodges – Child Care Legal Services Manager Authorised Signatories and Proper Officers

Articles 13.4 and 13.5 cite the Chief Executive, the Chief Executive, and the Head of Legal and Democratic Services as Proper Officer for the purposes specified therein.

In addition, the aforementioned have also been designated as “Proper Officers” under the following statutes:-

- (a) Section 100F(2) of the Local Government Act 1972 and Regulations 10 and 11 of the Local Authorities (Executive Arrangements) (Decisions, Documents and Meetings) (Wales) Regulations 2001 – determining documents disclosing exempt information which are not open to inspection by Members;
- (b) Section 229(5) of the Local Government Act 1972 – Certification of Photographic Copies of Documents;
- (c) Section 234(1) and (2) of the Local Government Act 1972 – Authentication of any Notices, Orders or other Documents;
- (d) Section 238 of the Local Government Act 1972 – Certification of Byelaws;
- (e) Section 41 of the Local Government (Miscellaneous Provisions) Act 1976 – Certifications.

Mr. Michael Shaw (Principal Solicitor – Litigation), Miss Joanna Stevens (Principal Solicitor – Commercial and Procurement) and Mr. Gareth Griffiths (Principal Solicitor – Property and Corporate) are authorised to act under the aforementioned Articles and under the statutory provisions, as Proper Officer

10. Deputising for Head of Legal and Democratic Services

That

- Mr. Michael Shaw, Principal Solicitor Litigation;
- Miss Joanna Stevens Principal Solicitor – Commercial and Procurement;
- Mr. Gareth Griffiths, Principal Solicitor - Property and Corporate; or
- Mr. John Hodges, Service Manager, Legal Services Childcare Team

all be authorised to exercise the functions of the Head of Legal and Democratic Services in relation to the institution, defence or participation in any legal proceedings as set out at length in Section 3 of the Proper Officer provisions in relation to the Head of Legal and Democratic Services.

11. Data Protection Act 2018

The Head of Legal and Democratic Services shall be the Data Protection Officer and shall be able to implement any powers so identified to the Data Protection Officer in the Data Protection Act 2018 and in their absence the function shall be undertaken by the Principal Solicitor Commercial and Governance

12. Functions of the Head of Democratic Services Section 9 Local Government (Wales) Measure 2011

Mrs Stacy Curran shall exercise the functions of Head of Democratic Services under Section 9 of the Local Government (Wales) Measure 2011 and in particular to make recommendations under Section 9(1)(h) of the Measure regarding the number, grades, appointment and organisation (together with the proper management) of staff required for discharging Democratic Services functions.

13. Local Authority Property Search Services

That the Head of Legal and Democratic Services be granted delegated authority to vary the Scheme of Charges for Local Authority Property Search Services, as appropriate.

14. Registration Service

That the Head of Legal and Democratic Services be granted delegated authority to vary the non-statutory fees for the Registration Service

15. Local Government Act 2000 and the Local Authorities (Indemnities for Members and Officers) (Wales) Order 2006

- (a) Any indemnity to a Member covering the cost of defending an allegation of a breach of the Members' Code of Conduct is subject to a ceiling of £20,000.
- (b) The Head of Legal and Democratic Services is delegated to approve costs up to that ceiling. In practice the Head of Legal and Democratic Services will delegate this decision to one of his Officers where he is involved in the issue in his capacity as the Monitoring Officer.

16. Constitution

To make minor amendments to the Constitution, to include:

- (a) Amending typographical and minor drafting errors;
- (b) Updating to reflect legislative changes and matter of record; and
- (c) Drafting improvements to enhance clarity and remove minor anomalies.

Where such changes are made, members shall be notified of an update to the Constitution.

17. Licensing

- (i) **Schedule 1** sets out legislation relevant to the licensing function of the Authority and delegated to the Chief Executive, the Head of Legal and Democratic Services and the Legal Regulatory Manager.

These officers are also delegated (i) to authorise individual competent and qualified Officers to act under the items of legislation listed and (ii) to institute legal proceedings thereunder, including the signing of any cautions in accordance with Home Office Guidelines.

Further, that the appropriate officers who are authorised officers under the Health and Safety at Work Etc. Act 1974 be indemnified by the Council under Section 26 of the 1974 Act.

- (ii) To be authorised to serve Notice or take such actions as described in **Schedule 2** (i.e. the Chief Executive, the Head of Legal and Democratic Services and the Legal Regulatory Manager).
- (iii) That the Chief Executive, Head of Legal and Democratic Services and the Legal Regulatory Manager be each given delegated authority to authorise individual competent and qualified officers to serve notice or take such actions in respect of serving Notices under the Statutory Provisions set out in Schedule 2.
- (iv) **Licensing Authorisations**

The Chief Executive, the Head of Legal and Democratic Services and the Legal Regulatory Manager have delegated authority as set out below:-

A. Hackney Carriage and Private Hire Licensing

1. Issue and Renewal

Issue and renewal of all hackney carriage and private hire vehicle, driver and operator licences except:

Driver and Operators Licences

- (a) where the driver/applicant has a major traffic conviction in the previous five years and or
- (b) where the driver/applicant has a criminal conviction (excluding motoring convictions) within the previous five years;

Where it is considered appropriate, an application which falls within the terms of (a) or (b) above may be dealt with by the Legal Regulatory Manager under delegated powers, after consultation with the Chair and Legal Officer.

The above delegations do not preclude the Legal Regulatory Manager where it is considered appropriate to refer any driver or application to the Registration and Licensing Committee.

2. Suspension of Hackney Carriage and Private Hire Driver Licences

- (a) Delegated authority is granted to both the Head of Legal and Democratic Services and the Legal Regulatory Manager, to lift the suspensions imposed on a hackney carriage or private hire vehicle driver licence, where the licence has previously been suspended for a medical reason;
- (b) That the power to lift the suspension is subject to consultation with the legal adviser and the Chair (or Vice Chair) of the Committee and that the matter is

subsequently reported to the Registration and Licensing Committee.

3. Suspension of Vehicle Licences

The power to suspend a Hackney Carriage or Private Hire Vehicle Licence, under Section 60 of the Local Government (Miscellaneous Provisions) Act 1976 is delegated to the Chief Executive, the Head of Legal and Democratic Services and the Legal Regulatory Manager, as detailed in the circulated report.

B. Other Licence/Registrations

1. Issue and Renewal

- (1) Street Trading Consents
- (2) Street Collection Permits and House to House Collection Licences
- (3) Poisons Registration
- (4) Pleasure Boats and Boatmen Licences
- (5) Scrap Metal Dealers Registration
- (6) Motor Salvage Operators Registration
- (7) Animal Boarding Establishments Act 1963
- (8) Riding Establishments Act 1964
- (9) Dangerous Wild Animals Act 1976
- (10) Pet Animals Act 1951
- (11) Performing Animals (Regulations) 1925
- (12) Zoo Licensing Act 1981

2. Renewal Only

- (1) Animal Welfare Licences
- (2) Petroleum Licences

3. Issue Only

- (1) Acupuncture, Tattooing, Electrolysis, Cosmetic Piercing Registration
- (2) Hairdresser Registration

4. Transfer, Renewal and Variation

(1) Sex Establishments Licences including Sex Entertainment Venues

The delegated powers in respect of paragraphs 1-2 above are subject to the following:-

- (a) All new licence applications that are premises based to be notified to local members;
- (b) Consultation on licence applications to be sought in accordance with legal or policy requirements;
- (c) That there are no objections to the application;
- (d) All licensing/policy requirements are met.

(v) **Licensing Act 2003**

- (a) The Senior Licensing Officer shall act as the “Responsible Authority” for the purposes of the Licensing Act 2003;
- (b) That, as an interim measure, until a Senior Licensing Officer is appointed, the Legal Regulatory Manager shall divide the Local Authority area into three sub-areas, and assign a Licensing Officer to each to act as the “Responsible Authority” for his/her area

To deal with delegated authority, with the following functions under the Licensing Act 2003:-

- * (i) application for personal licence;
- # (ii) application for premises licence/club premises certificate;
- # (iii) application for provisional statement;
- # (iv) application to vary premises licence/club premises certificate;

- * (v) application to vary designated premises supervisor;
- * (vi) application for transfer of premises licence;
- * (vii) application for interim authorities;
- (viii) request to be removed as designated premises supervisor;
- (ix) decision on whether a complaint is irrelevant, frivolous, vexatious, etc.

* provided there are no police objections

provided there are no relevant representations made

(vi) **Gambling Act 2005**

To deal, with delegated authority, with the following functions under the Gambling Act 2005:-

- * (i) Application for a premises licence;
- * (ii) Application for a variation to a licence;
- * (iii) Application for a transfer of a licence;
- * (iv) Application for a provisional statement;
- # (v) Application for club gaming/club machine permits;
- (vi) Applications for other permits;
- (vii) Cancellation of licensed premises gaming machine permits;
- (viii) Consideration of temporary use notice;
- (x) Decision on whether a complaint is irrelevant frivolous vexatious etc;
- (xi) Decision as Responsible Authority to call for a review of a Premises Licence;
- (xii) Grant and renewal of small society lottery registrations.

- * these only in respect of where no representations received or representations have been withdrawn
this is where no objections have been made or objections have been withdrawn

Note:

- (1) All new licence applications that are premises based to be the subject of consultation/notification with local members.
- (2) Consultation on licence applications is sought in accordance with legal or policy requirements.
- (3) The issue/renewal of licences under delegated powers to be subject to full consultation; no objections; all licensing requirements satisfied; compliance with any policy requirements.
- (4) The power to issue a licence in the circumstances referred to in respect of Street Trading consents is applied to all licences.
- (5) All delegations in (iii) (iv) (v) above also applicable to the Legal Regulatory Manager

(vii) **Veterinary Surgeons**

The Chief Executive, the Head of Legal and Democratic Services and the Legal Regulatory Manager may authorise suitably qualified veterinary surgeons to make the necessary inspections and reports, where appropriate, under the following legislation:-

Animal Boarding Establishments Act 1963
Breeding of Dogs Act 1973 & 1991
Dangerous Dogs Act 1991
Dangerous Wild Animals Act 1976
Deer Act 1991
Pet Animals Act 1951
Performing Animals (Regulations) Act 1925
Protection of Animals Act 1911 & 1964
Riding Establishments Act 1964 & 1973
Zoo Licensing Act 1981
Animal Welfare Act 2006

(viii) **Sale of Intoxicating Liquor**

(Page 42 Council October 2001 – Minute No. 8)

On satisfaction as to the use of unlicensed premises for the sale of intoxicating liquor, to serve closure notices in accordance with S19(2) of the Criminal Justice and Police Act 2001 to apply for a closure order in accordance with S.20 of the Act.

(ix) Suspension of Hackney Carriage and Private Hire Driver Licence

The Chief Executive, the Head of Legal and Democratic Services and the Legal Regulatory Manager:

- (a) May in the interests of public safety, suspend with immediate effect Hackney Carriage and Private Hire Driver Licences under the provisions of Section 61 Local Government (Miscellaneous Provisions) Act 1976, as amended by Section 52 of the Road Safety Act 2006;
- (b) Prior to implementing this course of action, there must be consultation with the Legal Officer and, where possible, the Chair and/or Vice Chair of the Registration and Licensing Committee;
- (c) Any actions/decisions taken under the above delegated authority shall be reported to the Registration and Licensing Committee, for Members endorsement.

(x) Exhibition of Films

- (a) Applications for authorisation of films already classified by the BBFC shall be referred to the Licensing and Gambling Acts Sub-Committee who shall have delegated authority to determine such applications on behalf of the Licensing Authority;
- (b) The authorisation of films which have not been classified by the BBFC or Neath Port Talbot County Borough Council shall be delegated to the Chief Executive and/or the Head of Legal and Democratic Services and/or the Legal Regulatory Manager. (At their discretion any request to classify a film is referred to the Licensing and Gambling Acts Sub Committee.

(xi) **Scrap Metal Dealers Act 2013**

Until such time as the Welsh Government resolves the question of whether these matters are an executive or Council function the powers set below are delegated to the Head of Legal and Democratic Services and the Legal Regulatory Manager:-

Power to grant licence

Power to issue a notice proposing that a licence be refused

Power to refuse licence

Power to revoke licence

Power to vary licence from one type to the other

Power to vary licence to add conditions

Power to issue a closure notice

(xii) **Breeding of Dogs (Wales) Regulations 2014**

The following powers contained in the Breeding Dogs (Wales) Regulations 2014 be delegated to both the Head of Legal and Democratic Services and the Legal Regulatory Manager

Power to grant a licence

Power to refuse a licence

Power to renew a licence

Power to vary a licence

Power to vary a licence with immediate effect

Power to impose conditions

Power to suspend a licence

Power to suspend a licence with immediate effect

Power to reinstate a suspended licence

Power to revoke a licence

SCHEDULE 1

Legislation	Effect Of Legislation
Animal Boarding Establishments Act 1963	Requires licensing of animal boarding establishments
Animal Welfare Act 2006	Animal welfare licences
Breeding of Dogs Act 1973 and 1991	Licenses dog breeders
Breeding & Sale of Dogs (Welfare) Act 1999	As above
Celluloid & Cinematograph Film Act 1922	Control of storage of film
Charities Act 2006	Charity collections
Children and Young Persons Act 1933	In relation to street trading
Criminal Justice & Police Act 2001	Alcohol Licensed Premises
Dangerous Wild Animals Act 1976	Controls keeping of specified animals
Deer Act 1991	Controls sale of venison
Disability Discrimination Act 1995	Facilities in taxis for the disabled
Equalities Act 2010	As above
Explosives Act 1875 & 1923	Registration of explosive stores
Fireworks Act 2003	Licensing of suppliers and displays
Gambling Act 2005	Regulates gambling
Health & Safety at Work etc. Act 1974	In relation to explosives & petroleum stores
Health Protection (Coronavirus Restrictions) No5 (Wales) Regulations 2020	Restrictions in respect of the spread of Covid-19
House to House Collections Act 1939	Controls charity collections
Hypnotism Act 1952	Controls public performances of hypnotism
Licensing Act 2003	Regulates sale of alcohol, provision of entertainment and late night refreshment
Local Government (Miscellaneous Provisions) Act 1976	Taxi Licensing
Local Government (Miscellaneous Provisions) Act 1982	Public entertainment licensing; sex shops licences; street trading

Performing Animals (Regulation) Act 1925	Registration of animals which perform or are exhibited
Pet Animals Act 1951	Licensing of pet shops
Petroleum (Consolidation) Act 1928	Requires business storing petroleum spirit to hold a licence and to comply with stringent safety rules
Petroleum (Transfer of Licences) Act 1936	An act to permit the transfer of petroleum spirit licences granted under Petroleum Consolidation Act
Poisons Act 1972	Provides for registration of the sellers of poisons and controls the sale of poisons
Police Factories etc. (Miscellaneous Provisions) Act 1916	Control of street collections
Policing & Crime Act 2009	Sex Entertainment Venues, Alcohol Licences
Private Security Industry Act 2001	Door supervisors registration
Public Health Acts Amendment Act 1907	Licensing Pleasure boats
Riding Establishments Acts 1964 and 1970	Licensing of trekking centres etc. where horses are hired out
Road Traffic Offenders Act 1988	Enforcement provisions in relation to taxi drivers
Scrap Metal Dealers Act 1964	Registration of scrap dealers
Sunday Trading Act 1994	Controls hours of operation of large shops
Tattooing Minors Act 1969	Prohibits tattooing of under 18's except as a medical procedure
Theft Acts 1968 and 1978	Obtaining money by deception
Town Police Clauses Act 1847	Licensing of taxis
Transport Act 1985	Regulation of taxis
Vehicles (Crime) Act 2001	Regulates motor salvage operators and registration plate suppliers
West Glamorgan Act 1987	Registration of hairdressers
Zoo Licensing Act 1981	Licensing of Zoos

SCHEDULE 2

- (a) Authority to serve notice under Section 50 of the Local Government (Miscellaneous Provisions) Act 1976 in relation to testing of licensed vehicles.
- (b) Authority to serve notice under Section 58 of the Local Government (Miscellaneous Provisions) Act 1976 requiring return of the licence plate or disc within seven days.
- (c) Authority to serve notice under Section 68 of the Local Government (Miscellaneous Provisions) Act 1976 in respect of inspection of licensed vehicles.

HEAD OF HUMAN AND ORGANISATIONAL DEVELOPMENT

Delegation Arrangements

- 1. Local Government Pension Scheme – Claims for Retroactive Membership
(Page 94, Strategic Resources Board – January 2001 – Minute 23)**

That the Director of Finance & Corporate Services and the Head of Human and Organisational Development be granted delegated powers to deal with claims for retroactive membership of the Local Government Pension Scheme, as detailed in the private circulated report.

- 2. Appointments Procedures
(Page 129 Council February 2002 – Minute No. 6)**

That an appropriate appointment process for all appointments at Principal Officer level which are subject to partnership arrangements be determined by the Head of Human and Organisational Development, in consultation with the Chair or Vice Chair of the Personnel Committee.

Chief Digital Officer

Delegation Arrangements

Senior Information Risk Owner

For the purposes of all information governance procedures, the Chief Digital Officer shall be classed as the Senior Information Risk Owner.

Protection of Freedoms Act 2012

For the purposes of fulfilling the obligations of the Protection of Freedoms Act 2012, the Chief Digital Officer shall be the Senior Responsible Officer to ensure responsibilities arising from the Protection of Freedoms Act 2012 are implemented.