

E DELEGATIONS TO THE CORPORATE LEAD OFFICER DEMOCRATIC SERVICES & HEAD OF DEMOCRATIC SERVICES

The following functions are to be delegated to the Corporate Lead Officer Democratic Services:

1. To receive requests to call in a decision for scrutiny by the relevant committee as provided for by this Constitution (Part 4, Document E, Section 16)
2. To act as the Proper Officer for all purposes excluding Civil Registration and where specified otherwise.
3. To affix and to attest the Common Seal of the Council to all relevant deeds and documents.
4. To sign licences, registrations, permits and notices issued in the name of the Council in pursuance of its statutory authority.
5. To sign contracts and other documents on behalf of the Council.
6. To act as the Council's Proper Officer in appropriate circumstances as required by the Local Government Act 1972, Local Government and Housing Act 1989, the Local Government (Committees and Political Groups) Regulations 1990, the Local Authorities (Referendum) (Petition and Directions) (Amendment) (Wales) Regulations 2003 and other relevant legislation from time to time and in particular in relation to the 1972 Act.
 - 6.1. To sign summonses to attend Council meetings pursuant to Schedule 12, Paragraph 4(2);
 - 6.2 To receive and retain documents which have been deposited in accordance with Section 225;
 - 6.3 to certify documents in accordance with Section 229.

7. To act as Deputy Electoral Registration Officer.