

List of Proper Officers

Designated by the County Council

Local Government Act 1972

| Section | Subject | Proper Officer |
|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 83 | Accepting declarations of acceptance of office | Assistant Chief Executive |
| 84 | Receiving resignations from office | Chief Executive |
| 88(2) | Convening Council meeting for election to vacant office of Chairman | Chief Executive |
| 89(1) | Receiving notice of casual vacancy in office of councillor | Chief Executive |
| 96 | Receiving and recording notice of pecuniary interest | Chief Executive |
| 100B(2) | To decide which reports are likely to be considered when a meeting is not open to the public (Note: This delegation in no way restricts the right of Committees or Sub-Committees to decide which reports will be considered in the absence of the press and public) | (a) Assistant Chief Executive in consultation with the Director responsible for preparation of report (or first signatory if more than one Director); or (b) where the Assistant Chief Executive is not in attendance, Director responsible for conduct of Committee or Sub-Committee in question. |
| 100B(7)(c) | To decide whether copies of documents already supplied to members in connection with Council/ Committee/ Sub-Committee agenda and reports, shall also be supplied to the press. | Assistant Chief Executive |
| 100C(2) | Preparation of summary of | Assistant Chief Executive |

CONSTITUTION – PART 3 – RESPONSIBILITY FOR FUNCTIONS

| Section | Subject | Proper Officer |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | proceedings of Council/ Committee/Sub-Committee during confidential business. | (or where Assistant Chief Executive is not in attendance, the Director responsible for the conduct of the Committee or Sub- Committee in question). |
| 100D(1) (a) 100D(5) (a) | To identify background papers relied on in preparation of reports and to compile a list of background papers relied on in preparation of reports. | Director responsible for preparation of report (or first signatory, if more than one Director). |
| 100F(2) | To decide which documents are excluded from members' inspection as they disclose certain categories of exempt information. | Assistant Chief Executive, after consultation with Director responsible for preparation of report (or first signatory if more than one Director). |
| Reference to a Director in relation to sections 100B - 100F of the Local Government Act 1972 includes such other officer nominated by a Director to act in his or her absence. | | |
| 115(2) | Receiving money due from officers to the Council | Chief Finance Officer |
| 146(1) | Specifying securities and verifying change of name and identity of local authority | Assistant Chief Executive |
| 151 | Responsibility for proper administration of financial affairs | Chief Finance Officer or Deputy Chief Finance Officer |
| 191 (2) | Receiving applications from Ordnance Survey for assistance | Assistant Chief Executive |
| 205(2) | Exercising functions imposed under the Scheme made under Section 63 of the Rent Act 1977 and approved by the Secretary of State | Assistant Chief Executive |

CONSTITUTION – PART 3 – RESPONSIBILITY FOR FUNCTIONS

| Section | Subject | Proper Officer |
|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 225(1) | Receiving and retaining deposited documents | Assistant Chief Executive |
| 229(5) | Certifying that a document is a photographic copy for the purposes of legal proceedings | Assistant Chief Executive |
| 234 | Authentication of notices, orders or other documents | Assistant Chief Executive and, where the document to be authenticated relates to a power delegated to him or her, the appropriate Director or an officer nominated by the Director. |
| 236 | Sending copies of bye-laws etc to district councils | Assistant Chief Executive |
| 238 | Certification of copy of bye-laws | Assistant Chief Executive |
| Schedule 12, para 4(2)(b) | Signing Council meeting summons | Assistant Chief Executive |
| Schedule 12, para 4(3) | Receiving notice of Council member's address to which Council meetings' summons is to be sent | Assistant Chief Executive |
| Schedule 21, para 66(1) and (2) | Preparing specification for street works in private streets pursuant to Section 205 of the Highways Act 1980 (Code of 1892) and certifying the resolution of approval and the approved documents or copies | Director of Communities, Economy and Transport |
| Schedule 21 and para 67 | Certifying document detailing amendments to estimate and provisional apportionment of expenses for street works under Section 205 of the Highways Act 1980 | Director of Communities, Economy and Transport |

CONSTITUTION – PART 3 – RESPONSIBILITY FOR FUNCTIONS

| Section | Subject | Proper Officer |
|---------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| Schedule 29, para 41 (3), (4) and (5) | Appointing interim superintendent registrars or interim registrars of births and deaths pursuant to Sections 9(1) and (2) of the Registration Service Act 1953 | Registration Services Manager |
| | Exercising powers provided by the local scheme of organisation of the registration service pursuant to Sections 13(2)(h) and 13(3)(b) of the Registration Service Act 1953 | Registration Services Manager |
| | Prescription by the Registrar General of duties under the Registration Acts of proper officers pursuant to Section 20 of the Registration Service Act 1953 | Registration Services Manager |

Local Government Act 1988

| Section | Subject | Proper Officer |
|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| 116 | Responsibility for notifying the external auditor of arrangements for a meeting to consider a report from the Chief Financial Officer under this Act. | Assistant Chief Executive |

Local Government and Housing Act 1989

| Section | Subject | Proper Officer |
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| 2 | Holding of the list of posts which are politically restricted within the definition in sub-sections (2) and (3) of section 2 of the Act | Assistant Chief Executive |
| 5 | Be designated as the Monitoring Officer | Assistant Chief Executive |
| 15-17 | Receiving notice of formation of political group or of changes in membership of political group; the name of the group; the name of the group leader and deputy; and groups' nominations of members to sit on committees etc. | Assistant Chief Executive |

Commons Registration (East Sussex) Act 1994

| Section | Subject | Proper Officer |
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| 7 | Certification of new registers | Assistant Chief Executive |

Localism Act 2011

| Section | Subject | Proper Officer |
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| Chapter 7 S 28 | Receive complaints of failure to comply with the Code of Code for Members | Assistant Chief Executive |

A Proper Officer may at anytime delegate or authorise other officers to perform the designated duties on his or her behalf.