

Delegations to the Chief Operating Officer

D	Function	Limits or restrictions on delegation
D1	Scrutiny and Executive Support	
D2	Democratic and Members Services	
D3	Discharge of functions as Monitoring Officer including the selection process by which Independent Persons are recommended to the Council for appointment	
D4	<p>Discharge of functions as Proper Officer for the purposes of: -</p> <p>Section 83 of the Local Government Act 1972 (declaration of acceptance of office)</p> <p>Section 84 (resignation)</p> <p>Section 96 (general notices and recording of disclosures of interest)</p> <p>Section 225 (deposit of documents)</p> <p>Section 229 (photographic copies of documents)</p> <p>Section 232 (public notices)</p> <p>Section 233 (service of notices)</p> <p>Section 234 (authentication of documents)</p> <p>Section 238 (evidence of bylaws).</p>	

Delegations to the Chief Operating Officer

D5	Discharge of any other Proper Officer functions which may be delegated from time to time by the Council.	
D6	To undertake functions in respect of the West Midlands Metropolitan Authorities Pension Fund at the request of the Chief Executive.	
D7	To affix the Common Seal of the Council and to execute by any other means any deed or document on behalf of the Council.	In accordance with the Constitution.
D8	To take all such action as is necessary to commence, prosecute, defend, appear in or discontinue any legal proceedings brought by or against the Council and to authorise employees in accordance with section 60 of the County Courts Act 1984 and section 223 of the Local Government Act 1972.	In accordance with the Constitution and any specific restrictions or limitations imposed by the Council, the Cabinet or any Regulatory or other Committee.
D9	In consultation with the appropriate Director and the Section 151 Officer to institute proceedings for the recovery of possession of any land, premises or dwellings owned by the Council.	
D10	In consultation with the appropriate Director and the Section 151 Officer to institute proceedings for the recovery of rent, service charges, mortgage arrears and any other monies due to the Council.	
D11	In Consultation with the appropriate Director to authorise arrangements for the appointment of Education Appeals Panel Members and Chairs.	

Delegations to the Chief Operating Officer

D12	To make minor editorial and other amendments to the Constitution, including to reflect senior management changes, for administrative convenience. To make consequential amendments to the Constitution due to legislative changes.	Where an amendment follows a change in legislation or will alter delegations to Councillors or employees, the Group Leaders should be notified in advance of any change being effected.
D13	Maintenance and operation of the Local Land Charges Register.	
D14	Discharge of functions as Proper Officer for the Registration of Births, Deaths and Marriages including powers under: - Registration Services Act 1953 The Local Registration Scheme Registration of Births, Deaths and Marriages Regulations 1968 etc. Marriage Act 1949, including authority to approve premises to be used as a venue for marriages in pursuance of section 26(i) (bb) of the Marriage Act 1949 (Marriages On Approved Premises) Regulations 1995. Civil Partnership Act 2004	In accordance with the statutory scheme.
D15	In consultation with the Director of Finance to deal with ex-gratia claims up to £500.	Developing and Supporting the Organisation Cabinet Team 22.03.02