

DESIGNATION OF PROPER OFFICER

STATUTORY PROVISIONS APPLICABLE TO FALKIRK COUNCIL

<u>Statutory Provision</u>	<u>Purpose</u>	<u>Proper Officer</u>
Social Work (Scotland) Act 1968	Chief Social Work Officer	Director of Social Work
Local Government (Scotland) Act 1973		
Section 33A	Proper Officer for purposes in connection with Declarations of Acceptance of Office by Councillors.	Chief Executive
Section 34	Proper Officer for receipt of Councillors' resignations.	Chief Executive
Sections 43 and Schedule 7	Proper Officer for purposes in connection with meetings and proceedings of the Council, Committees and Sub Committees.	Chief Governance Officer
Section 50B – F	Proper Officer for various purposes in connection with access to agendas, reports and background papers of the Council, Committees and Sub Committees.	Chief Governance Officer
Section 95	Proper Officer for the administration of the Council's financial affairs.	Chief Finance Officer

Section 190	Proper Officer for various purposes in connection with legal proceedings and service of notices etc. on the Council.	Chief Governance Officer
Section 191	Proper Officer in respect of claims on behalf of the Council in sequestrations and liquidations.	Chief Finance Officer
Section 193	Proper Officer in respect of authentication of documents.	Chief Governance Officer
Section 194	Proper Officer in respect of execution of deeds and use of the Council seal.	Chief Executive and Chief Governance Officer
Sections 202-204	Proper Officer for various purposes in connection with byelaws.	Chief Governance Officer

Representation of the People Act 1983

Section 41	Returning Officer	Chief Executive
	All other references to the proper officer of the Council in legislation pertaining to elections.	Chief Governance Officer

Local Government & Housing Act 1989

Section 2	Proper Officer in respect of list of politically restricted postholders.	Head of Human Resources
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Section 4	Head of Paid Service	Chief Executive
Section 5	Monitoring Officer	Chief Governance Officer

Civic Government (Scotland) Act 1982

Section 112-113	Proper Officer in respect of management rules.	Chief Governance Officer
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The Ethical Standards in Public Life etc. (Scotland) Act (Register of Interests) Regulations 2003	Proper Officer in respect of maintaining the register of members' interests.	Chief Governance Officer
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