

Council Meeting
12 SEPTEMBER 2006

REPORT OF THE BOROUGH SOLICITOR

Agenda item 13.2.A

Statutory Proper Officer: Democratic Function and Other matters.

John Marr was appointed by Council on 1 March 2005 as statutory proper officer for the Council's democratic function with a number of other matters. Mr. Marr has left the Council. It is necessary to appoint a statutory proper officer in his place. Council is asked to appoint the Acting Democratic Services Manager, Janet Rawlings.

RECOMMEND - That Janet Rawlings, Acting Democratic Services Manager be confirmed as statutory proper officer for:

All Democratic Services Manager functions in the Constitution

- **Members' declarations of acceptance of office**
- **Members' notice of resignation**
- **Giving notice of casual vacancies**
- **Convening Council to fill Mayoral casual vacancy**
- **Signing summonses for council meetings and receiving notices as to Members' addresses for summonses**
- **Receiving notification of political groups for the calculation of political balance**
- **Returning Officer for election of parent governor representatives to Committee**
- **Deposit of documents**

Certification and authentication of documents, byelaws and copy minutes and signing of other relevant formal notices and documents.

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Jeff Lustig
Borough Solicitor