

Report to: Executive Board - 19th August 2002
Council - 22nd August 2002

PROPER OFFICER APPOINTMENT

<p>Report of: Strategic Director - Physical Environment</p> <p>Report Author: Ray Blackler Tel (01865) 252182</p> <p>Lead Member Responsible: Councillor C. Cook</p> <p>Overview and Scrutiny Committee Responsibility: Environment Overview and Scrutiny Committee</p> <p>Key Decision: No</p>	<p>WARDS AFFECTED</p> <p>NONE</p>
<p>SUMMARY AND RECOMMENDATIONS</p> <p>This report recommends the appointment of Michael Crofton-Briggs, the new Planning Business Unit Manager as "proper officer" for authenticating documents within the sphere of activity of the Planning Control and Conservation Service. The proposed appointment will be effective prior to the departure of the current Planning Control and Conservation Manager.</p> <p><u>RECOMMENDATIONS</u></p> <p>The Board is asked to recommend Council to approve the appointment of Michael Crofton-Briggs as Proper Officer for the purpose of authenticating those classes of documents specified in Section 234 of the Local Government Act 1972 and which, within the sphere of activity of Planning Control and Conservation, the officer is authorised to give, make or issue. This appointment is to take effect on 2nd September 2002.</p>	

1. **BACKGROUND**

- 1.1 A document authorised by statute can only be "authenticated" or signed by a Proper Officer appointed by the Council.
- 1.2 The Planning Control and Conservation Manager, Roy Thompson, is currently the "proper officer" for authenticating those classes of documents specified in Section 234 of the Local Government Act 1972

within his sphere of activity. Roy is taking up an appointment with another authority and his last working day is 6th September 2002.

- 1.3 Michael Crofton-Briggs takes up his new post on 2nd September 2002 and it is proposed that he takes up the Proper Officer role immediately.

THIS REPORT HAS BEEN SEEN AND APPROVED BY:

- Councillor C. Cook
- Isobel Garner - Strategic Director - Physical Environment

Background papers:
None