

THE CONSTITUTION – SECTION 26**PROPER OFFICERS' SCHEDULE**

1. The Council designated and appointed the Officers named in the first column of the following schedule to the function or post specified in the third column in accordance with the statutory provision stated.

<i>Officer</i>	<i>Act and Section</i>	<i>Function/Post</i>
Chief Executive	Local Government and Housing Act, 1989 s.4	Head of Paid Service
Chief Executive	Representation of the People Act 1983 s.35	Returning Officer for election of County Borough and Community Councillors
Chief Executive	Representation of the People Act, 1983 s.8(2A)	Electoral Registration Officer
Chief Officer Governance & Customer	Local Government and Housing Act, 1989 s.5	Monitoring Officer
Data Protection Officer/Lawyer	General Data Protection Regulations (EU) 2016	Data Protection Officer
Chief Officer Finance & ICT	Local Government Act, 1972 s.151	Responsibility for administration of Council's financial affairs
Chief Officer Finance & ICT	Local Government Finance Act 1988 s.114	Chief Finance Officer
Chief Officer Social Care	Local Authority Social Services Act, 1970 s.6	Director of Social Services
Chief Officer Education & Early Intervention	Education Act, 1996 s.532	Chief Education Officer

2. The Council also appointed the Officers named in the first column of the following schedule the "Proper Officers" of the Council in relation to the statutory provision stated and that the Officers named in the second column be appointed to act in their place in the event of their absence or their otherwise being unable to act in such capacity.

Proper Officer	Officer to act in the event of the Proper Officer being absent or otherwise unable to act in this capacity	Statutory Provision	Proper Officer's functions
Local Government Act, 1972			
Chief Executive	Chief Officer Governance & Customer	s.83	Witness and receipt of declaration of acceptance of office
Chief Executive	Chief Officer Governance & Customer	s.84	Receipt of resignation of office
Chief Officer Governance & Customer	Head of Service, Legal, Democratic and Registration Services	s.88	Convening of meeting of Council to fill casual vacancy in the office of Chairman
Chief Executive	Chief Officer Governance & Customer	s.89	Receipt of notice of casual vacancy from two Local Government electors
Chief Officer Governance & Customer	Head of Service, Legal, Democratic and Registration Services	s.100B	Access to Information
Chief Officer Finance & ICT	Head of Service, Accountancy	s.115	Receipt of money due from Officers
Chief Officer Housing & Economy	Head of Service, Assets	s.191	Functions with respect to ordnance survey

Proper Officer	Officer to act in the event of the Proper Officer being absent or otherwise unable to act in this capacity	Statutory Provision	Proper Officer's functions
Chief Officer Planning & Regulatory	Head of Service, Public Protection	s.204(3)	Receipt of application for Licence under Schedule 2 Licensing Act, 1964
Local Government Act, 1972			
Chief Executive	Chief Officer Governance & Customer	s.210(6) & (7)	Charity functions of holders of offices with existing Authorities transferred to holders of equivalent office with new authorities or if there is no such office, to proper officers
Chief Officer Governance & Customer	Head of Service, Legal, Democratic and Registration Services	s.225(1)	Deposit of documents
Chief Officer Governance & Customer	Head of Service, Legal, Democratic and Registration Services	s.225(2)	Deposit of documents on behalf of community without Community Council
Chief Officer Finance & ICT	Head of Service, Accountancy	s.228(3)	Accounts of "any proper officer" to be open to inspection by any member of the authority
Chief Officer Governance & Customer	Head of Service, Legal, Democratic and Registration Services	s.229(5)	Certification of photographic copies of documents
Chief Officer Governance & Customer	Head of Service, Legal, Democratic and Registration Services	s.234(1) & (2)	Authentication of documents

Proper Officer	Officer to act in the event of the Proper Officer being absent or otherwise unable to act in this capacity	Statutory Provision	Proper Officer's functions
Chief Officer Governance & Customer	Head of Service, Legal, Democratic and Registration Services	s.236	To send copies of byelaws for parish records
Chief Officer Governance & Customer	Head of Service, Legal, Democratic and Registration Services	s.238	Certification of byelaws
Local Government Act, 1972			
Chief Officer Governance & Customer	Head of Service, Legal, Democratic and Registration Services	Schedule 12 para. 4(2)(b)	Signature of summonses to Council meetings
Chief Officer Governance & Customer	Head of Service, Legal, Democratic and Registration Services	Schedule 12 para. 4(3)	Receipt of notices regarding address to which summons to meetings is to be sent
Chief Officer Governance & Customer	Head of Service, Legal, Democratic and Registration Services	Schedule 12 para 25(7)	Certification of resolutions
Chief Officer Governance & Customer	Head of Service, Legal, Democratic and Registration Services	Standing Orders	Proper Officer functions in Standing Orders
Local Government and Housing Act, 1989			
Chief Officer Governance & Customer	Head of Service, Legal, Democratic and Registration Services	s.2	Receipt of deposited list of politically restricted posts

<i>Proper Officer</i>	<i>Officer to act in the event of the Proper Officer being absent or otherwise unable to act in this capacity</i>	<i>Statutory Provision</i>	<i>Proper Officer's functions</i>
Local Government (Committees & Political Groups) Regulations 1990			
Chief Officer Governance & Customer	Head of Service, Legal, Democratic and Registration Services	-	Giving and receiving notices etc.
Local Authorities (Referendums) (Petitions and Directions) (Wales) Regulations 2001			
Chief Executive	Chief Officer Governance & Customer	-	For the purposes of the Regulations
Parish and Community Meetings (Polls) Rules 1987			
Chief Executive	Chief Officer Governance & Customer	Rule 4	Returning Officer for Community Polls
The Local Authorities (Executive Arrangements) (Decisions, Documents and Meetings) (Wales) Regulations 2001 (as amended)			
Chief Officer Governance & Customer	Head of Service, Legal, Democratic and Registration Services	-	Access to Information
Police and Justice Act 2006			
Chief Officer Governance & Customer	Head of Service, Legal, Democratic and Registration Services	Section 19	Determination of the Councillor Call for Action

Registration Service Functions		
<i>Proper Officer</i>	<i>Officer to act in the event of the Proper Officer being absent or otherwise unable to act in this capacity.</i>	<i>Proper Officer's functions and statutory provision.</i>
Chief Officer Governance & Customer	Electoral and Registration Services Manager	Registration Service Act 1953 Registration of Births, Deaths and Marriages Regulations Marriage Act 1949 The Wrexham Registration Scheme 1995

Health Functions

Proper Officer		Proper Officer's functions and statutory provision
Dr Graham Brown	Consultant in Communicable Disease Control	<p>Medical matters under Public Health (Control of Disease) Act, 1984 all Sections and Associated Regulations; and</p> <p>National Assistance Act, 1948 Section 47; and</p> <p>National Assistance (Amendment) Act, 1951</p>
Mrs Heather Lewis	Consultant in Health Protection	
Mr Sion Lingard	Consultant in Health Protection	
Dr Gwen Lowe	Consultant in Communicable Disease Control	
Dr Rhianwen Stiff	Consultant in Communicable Disease Control	
Dr Meirion Evans	Consultant Epidemiologist	
Dr Christopher Johnson	Consultant in Health Protection	
Dr Brendan Mason	Consultant in Communicable Disease Control	
Dr Giri Shankar	Professional Lead Consultant for Health Protection	
Dr Christopher Williams	Consultant Epidemiologist	
Officer to act in the event of the Proper Officer being absent or otherwise unable to act in this capacity		
Mr Ian Jones	Head of Service, Public Protection, Wrexham County Borough Council	
Mr Robert Johnston	Environment Health and Housing Standards Lead, Wrexham County Borough Council	
Mrs Rebecca Pomeroy	Food and Farming Lead Wrexham County Borough Council	
Mr Roger Mapleson	Trading Standards and Licensing Lead, Wrexham County Borough Council	