

## Part 3 Schedule 3 of the Constitution

### 4. Specific Delegation to Chief Officers

Subject to 1.3 Chief Officers are given the following delegated powers:

#### 4.2 The Corporate Director Support Services and / or the Head of Legal & Democratic Services

- To deal with applications made by the Police under Part 4 of the Anti-Social Behaviour Act 2003 seeking the Council's consent to the making of Dispersal Orders
- To authorise officers of the Council to appear before the Magistrates' Court or the County Court.
- To institute, defend, conduct and settle civil or criminal legal proceedings including employment related claims.
- To sign or authenticate documents, including contracts, property transactions, statutory notices, licences, permits, consents and certificates of registration of all kinds.
- To discharge the Council's functions in relation to Freedom of Information and access to information (including acting as Qualified Person).
- To authorise Members attendance on courses and seminars.
- To carry out all the powers and duties under the Local Land Charges legislation.
- To issue certificates of opinion in connection with politically restricted posts.
  
- **To deal with Complaints against Members pursuant to the Complaints against Members Rules in Part 4(i) including in particular:**
  - **to receive complaints of failure to comply with the Members' Code of Conduct in Part 5a**
  - **to decide whether a complaint requires investigation (in consultation with the Independent Person);**
  - **to close a case where an investigation finds no evidence of a breach of the Code; and**
  - **to resolve complaints informally wherever possible; although where this is after an investigation there should be consultation with the Independent Person.**
  
- **To maintain Registers of Members' Interests for all Members and co-opted members (including Leigh-on-Sea Town Councillors).**