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**A. DELEGATIONS TO THE CHIEF OPERATING OFFICER**

1. To take any action, including the incurring of expenditure, in connection with an emergency or disaster in the Borough.
2. To approve and issue all official publicity, press statements and official publications which do not fall within the remit of any Corporate Director or Head of Service.
3. To exercise a power delegated to any officer when that officer is unable or unwilling to act.
4. To deal with requests for permission to reproduce the Coat of Arms of the Council.
5. To deal with matters concerned with civic and ceremonial occasions together with civic hospitality, after consultation with the Mayor (Chairman of the Council) and the Leader of the Council.
6. To sign and seal documents in accordance with Section 3.14 (Finance, Contracts and Legal Matters) of the Constitution.
7. To amend the list of politically restricted posts as appropriate (Local Government and Housing Act 1989).
8. To determine, after consultation with the Leader or Deputy Leader of the Council those chief officer vacancies where the members will be involved in the recruitment process.
9. To set up appropriate consultation arrangements with Trade Unions and Staff Representatives including the operation of the Corporate Consultative Group.
10. To take decisions, after consultation with the Leader and Deputy Leader of the Council, to support staff in private prosecutions in cases where staff have been subject to assault.
11. To appoint Inspectors under the provisions of Section 110A of the Social Security Administration Act 1992 and such Inspectors to enter business premises and to make enquiries in accordance with the provisions of Section 110B of the Social Security Administration Act 1992.
12. To conduct JNC procedures relating to discipline and capability for all officers employed on JNC Conditions.
13. To appoint external advisers to assist in the conducting of disciplinary investigations and to appoint external consultants to assist in conducting grievance investigations.
14. To make exemptions to Contracts Procedure Rules where he/she is satisfied the exemption is justified in special circumstances subject to a report back in the appropriate "Members Update."

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15. To act under the Council's Standards Committee procedures.
  16. To submit, in consultation with the Leader of the Council, nominations for invitations to Her Majesty's Royal Garden Parties.
  17. To update as necessary the Monitoring Officer Protocol (Section 3.13A) in consultation with the Leader of the Council.
  18. To introduce arrangements to ensure that they are aware of and satisfied with the exercise by the Council of the powers under the Regulation of Investigatory Powers Act 2000 and to authorise covert surveillance and the use of covert human intelligence sources in accordance with the Regulation of Investigatory Powers Act 2000.
  19. To act in the capacity of Designated Person in compliance with the Regulation of Investigatory Powers Act as required.
  20. To authorise relevant surveillance activity when knowledge of confidential information is likely to be acquired or when a vulnerable individual or juvenile is to be used as a source.
  21. To make appointments to outside bodies made by either Council or Cabinet, in consultation with the Leader and the Deputy Leader
  22. In consultation with the Leader, to put forward nominations for LEA governorships, should any Councillor wish to put their name forward, for appointment by Lancashire County Council as a School Governor.
  23. To amend, in consultation with the Head of Legal & Democratic Services and the Head of Finance, Procurement & Commercial Services, and re-issue the Protocol for Partnership Arrangements.
  24. In relation to the Indemnity for Officers and Members (Constitution 17.3) to give prior authorisation where the defence of defamation proceedings, criminal proceedings or Code of Conduct proceedings is involved.
  25. To submit claims for grants to government departments and other bodies (in consultation with the relevant Corporate Director or Head of Service, if appropriate) and applications for funding.
  26. In consultation with the Leader to review and determine future subscriptions to outside bodies and organisations, including provision to give relevant notices.
  27. In relation to Assets of Community Value, to carry out listing reviews and compensation reviews as the Officer of appropriate seniority and to make the relevant decision, under the Assets of Community Value (England) Regulations 2012.

28. To update the Edge Hill University/West Lancashire Borough Council Forum Constitution to reflect changes in circumstances.
29. To designate/re-designate Polling Places within the Borough to suitable venues in consultation with the Leader, the Leader of the main opposition group and the Ward Councillors, in exercise of the powers conferred by Sections 18A, 18B, 18C, 18D and 31 of the Representation of the People Act 1983 (as amended).
30. To issue vary or discharge closure notices for a maximum 48 hour period under Part 4 Chapter 3 of the Anti-Social Behaviour, Crime and Policing Act 2014.
31. That the Chief Operating Officer, in consultation with the Tawd Valley Developments Shareholders Committee, be authorised to determine all matters, as the Shareholder for Tawd Valley Development Company, on behalf of the Council.