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## **PART 30: MATTERS DELEGATED TO OFFICERS**

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1. All matters not reserved to the council assembly, to the cabinet, to individual cabinet members, or to a committee for decision, are delegated to the appropriate chief officer and/or head of service. The powers of the chief finance officer include the requirement under the pension regulations to review investments made by the investment manager at least once every three months, and to administer all other functions relating to The London Borough of Southwark's pension fund in accordance with the relevant legislation and regulations.
2. In cases where the council is a creditor of a deceased person and seeks recovery of a debt from the deceased person's estate, the strategic director of children's and adults' services is the council's nominee for the purpose of taking out letters of administration<sup>1</sup>.
3. Each chief officer and/or head of service in making decisions under the above scheme is required to do so within the internal scheme of management for their own department. This will include appropriate monitoring arrangements and dissemination of information both internally and externally to the council.
4. It is the responsibility of and duty of chief officers to ensure that where appropriate matters of a controversial nature, or involving significant changes in policy, are consulted upon with the relevant cabinet member and recorded or reported to the cabinet, council assembly and committee as appropriate.
5. In respect of awarding grants of £2,500 and under, the decisions are delegated for officer decision following consultation by the chief officer/head of service, with the appropriate cabinet member. All such grants are to be circulated to members in advance and reported to the cabinet.
6. The proper officer for the purpose of deciding polling districts and polling places will be the Assistant Chief Executive – Governance and Assurance<sup>2</sup>.
7. The proper constitutional officer will maintain a list of "proper officers".

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<sup>1</sup> This was agreed by the Leader of the Council in a notice of variation dated 16 October 2015.

<sup>2</sup> This was agreed by council assembly on 22 March 2023.