

9. Chief Legal Officer

Authorised by	Clare Liddle, Chief Legal Officer
Date last updated	30 March 2023

Delegated Matter	Officer Level
Deputy Monitoring Officer (authorised to act in the absence of, incapacity of or vacancy in the post of Chief Legal Officer) <i>This is a personal delegation to a named officer(s)</i>	Kate Turner Elizabeth Hore
All matters in relation to the Charter Trustees of the City of Carlisle	Senior Manager Lead Senior Lawyer
Institute defend and settle legal proceedings on behalf of the council under s222 Local Government Act 1972	Senior Manager Lead Senior Lawyer Senior Lawyer Solicitor
Instruction of Legal Counsel	Senior Manager Lead Senior Lawyer Senior Lawyer Solicitor
To authorise any officer of the authority to prosecute or defend or otherwise appear in proceedings before a Magistrates' Court under s223 of the Local Government Act 1972	Senior Manager
To authenticate and serve statutory notices and to place public notices and advertisements, as may be necessary or expedient for the discharge of functions	Senior Manager Lead Senior Lawyer Senior Lawyer Solicitor
To prepare and execute (by hand or under seal) any contract, agreement, conveyance or other document necessary to give effect to a decision of the Council, a Committee, Sub-Committee or officer acting under delegated functions	Senior Manager Lead Senior Lawyer Senior Lawyer Solicitor
To exercise functions as the Senior Responsible Officer for the Regulation of Investigatory Powers Act 2000	Senior Manager
To approve the Council's response to any investigation carried out by the Local Government Ombudsman	Senior Manager
Issue Notice of meeting and issue summons to members	Democratic Services Manager

Delegated Matter	Officer Level
Clarification and authentication of documents, byelaws and copy minutes and signing of other relevant formal notices	Senior Manager Lead Senior Lawyer Senior Lawyer Solicitor
To exercise any powers and duties which the Executive may have in relation to matters relating to electoral registration or elections, except always those matters reserved to the Council under the Constitution.	Elections Manager Senior Specialist – Elections Electoral Services Officer
To develop and maintain the effectiveness of the Council's Counter Fraud and Corruption Strategy and associated procedures, ensuring fraud and corruption risks are routinely considered as part of the Council's risk management arrangements	Head of Internal Audit Audit Manager
To manage the Council's compliance with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR)	Data Protection Officer
Administration of Freedom of Information and Data Protection related matters	Data Protection Officer
To provide the functions, facilities and arrangements for providing citizenship ceremonies, and the registrar to conduct them, under Section 3 and Schedule 1 of the Nationality, Immigration and Asylum Act 2002	Superintendent Registrar and Manager
To exercise the council's functions under the Registration Service Act 1953 regarding the registration of births, deaths and marriages	Superintendent Registrar and Manager
To exercise the functions of the Coroners Service in support of HM Coroner	Manager and Professional Lead – HM Coroners Service, Cumbria