

Article 11 – Finance, Contracts, and Legal Matters

11.1 Financial Management

The management of the Council's financial affairs will be conducted in accordance with the Financial Regulations set out in the Constitution.

11.2 Contracts

Every contract made by the Council will comply with the Contract Procedure Rules set out in the Constitution.

11.3 Legal Proceedings

The Assistant Chief Executive is authorised to institute, defend or participate in any legal proceedings and take all necessary steps in any case where such action is necessary to give effect to decisions of the Council or in any case where the Monitoring Officer considers that such action is necessary to protect the Council's interests.

The Assistant Chief Executive has delegated powers to authorise officers to appear in court on the Council's behalf.

11.4 Authentication of Documents

Where any document is necessary to any legal procedure or proceedings on behalf of the Council, it will be signed by the Assistant Chief Executive or Monitoring Officer or other person authorised by him/her, unless any enactment otherwise authorises or requires, or the Council has given requisite authority to some other person.

Any contract with a value exceeding £75,000, entered into on behalf of the local authority shall be made in writing and signed by two senior officers being the relevant chief officer and authorised deputies.

Any contract with a value exceeding £165,000 and made under the Common Seal of the Council shall be attested by at least two duly authorised officers in accordance with paragraph 11.05.

11.5 Common Seal of the Council

The Common Seal of the Corporation shall be kept in a safe place by the Records Officer.

Sealing and Execution of Documents

The Chief Executive, Assistant Chief Executive, Monitoring Officer or the Head of Governance or another officer authorised in writing by any of the aforesaid shall have authority:-

1. To affix the Common Seal and execute under Seal any deed or document subject to at least two of the above named Officers of the Council (or their duly authorised deputies) being present and being signatories.
2. The Officers of the Council referred to above (or their duly authorised deputies) shall have authority to execute any deed or document not required by law to be under seal which is necessary to effect the decisions of the Council.

Officer Interests

Where it becomes apparent to an Officer involved in the sealing or execution of documents, that they have a personal interest in a matter to which the document relates, a declaration of the existence and nature of that interest should be made as soon as possible.

Record of Sealing of Documents

An entry of the sealing of every deed or document to which the Common Seal has been affixed shall be made by the Head of Governance (or duly authorised deputy) in a book or electronic record to be provided for the purpose.