

ARTICLE 14 - FINANCE, CONTRACTS AND LEGAL MATTERS

14.01 Financial Management

The management of the Council's financial affairs will be conducted in accordance with the Financial Procedure Rules set out in Part 4 of this.

14.02 Contracts

Every contract made by the Council will comply with the Contracts Procedure Rules set out in Part 4 of this Constitution.

14.03 Legal Proceedings

The Head of Legal and Commercial Services is authorised to institute, defend or participate in any legal proceedings in any case where such action is necessary to give effect to decisions of the Council or in any case considers that such action is necessary to protect the Council's interests. The Head of Legal and Commercial Services may designate nominated officers to carry out this function on his or her behalf.

14.04 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 Head of Legal and Commercial Services or by some other persons authorised by him/her, unless any enactment otherwise authorises or requires, or the Council has given requisite authority to some other person. Contracts with a value of £50,000 or above must be signed by the Head of Legal and Commercial Services or some other officer authorised by him or her. Documents executed under the Common Seal of the Council must be attested by the Head of Legal and Commercial Services or some other officer authorised by him or her. All documents executed as a Deed shall be done so by the affixing of the Common Seal of the Council.

14.05 Common Seal of the Council

The Common Seal of the Council will be kept in a secure place in the custody of the Head of Legal and Commercial Services. A decision of the Council, or of any part of it, will be sufficient authority for sealing any document necessary to give effect to the decision. Every contract which exceeds £250,000 shall be in writing and executed as a Deed. The Common Seal may be affixed to other documents which in the opinion of the Legal Services Team should be sealed. The affixing of the Common Seal will be attested by the Head of Legal and Commercial Services or some other officer authorised by him or her. An entry of every sealing shall be made and consecutively numbered in a book kept for the purpose. Where IT software allows for the electronic application of the Common Seal of the Council, this shall only be done so on

the authority of the Head of Legal and Commercial Services, or some other officer authorised by him or her.