Article 15 – Finance and Contracts and Legal Matters

15.01 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 Constitution.

15.02 Contracts

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

15.03 Legal Proceedings

The Assistant Director of Law and Governance 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 where the Assistant Director of Law and Governance considers that such action is necessary to protect the Council's interests.

15.04 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 Assistant Director of Law and Governance 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 in the course of the discharge of an executive function shall be made in writing. Such contracts must either be signed by two officers authorised by the Chief Executive or Executive Director of Corporate Services or made under the seal of the Council attested by any one of the officers referred to in 15.05 below. .

15.05 Seal of the Council

The Seal of the Council will be kept in a safe place in the custody of the Assistant Director of Law and Governance. 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. The Seal will be affixed to those documents which in the opinion of the Assistant Director of Law and Governance should be sealed. The affixing of the Seal will be attested by one of the following:
the Chief Executive;

the Executive Director of Corporate Services;
the Assistant Director of Law and Governance;
the Assistant Director of Finance;
the Senior Manager – Law and Governance
the Specialist Lead (Commercial Law).