

## **Article 14 - Finance, Contracts and Legal Matters**

This article refers to the authority's Financial Regulations and Procedures and Contracts Procedure Rules, which are contained in Part 4 of this Constitution.

### **14.01 Financial Management**

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

### **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 Director of Legal and Governance 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 where the Director of Legal and Governance Services considers that such action is necessary to protect the Council's interests.

### **14.04 Authentication of Documents**

With the exception of Community Care and Childcare Contracts for Personal Care Services, where any document is necessary to any legal procedure or proceedings on behalf of the Council it will either be signed by the Director of Legal and Governance Services or other person authorised by him/her, or sealed with the Common Seal of the Council and attested by at least one authorised officer; unless any enactment otherwise authorises or requires, or the Council has given requisite authority, to

some other person.

Any contract which exceeds £100,000 entered into on behalf of the Local Authority in the course of the discharge of an executive function should be in writing. Such contracts must either be signed by the Director of Legal and Governance Services or other person authorised by him/her or made under the Common Seal of the Council and attested by the Director of Legal and Governance Services or other person authorised by him/her.

#### 14.05 **Common Seal of the Council**

The Common Seal of the Council will be kept in a safe place in the custody of the Director of Legal and Governance 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. The Common Seal will be affixed to those documents which in the opinion of the Director of Legal and Governance Services should be sealed. The affixing of the Common Seal will be attested by the Director of Legal and Governance Services or some other person authorised by him/her.