

## **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 this Constitution.

### 14.02 Contracts

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

### 14.03 Legal Proceedings

The Service Lead - Legal or a suitably qualified Corporate Head of Service, or Strategic Director is authorised to institute, defend or participate in or settle any legal proceedings in any case where such action is necessary to give effect to decisions of the Council or in any case where it is considered that such action is necessary to protect the Council's interests.

### 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, to include electronic signature where legislation provides, by the Service Lead - Legal or a suitably qualified Corporate Head of Service, or Strategic Director unless any enactment otherwise authorises or requires, **or the Council has given requisite authority to some other person.**

Any contract with a value exceeding £10,000 entered into on behalf of the Council shall be made in writing. Such contracts must either be signed by at least two officers of the Council or made under the Common Seal of the Council attested by at least one authorised officer.

### 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 Service Lead - Legal. 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 where the total value of the agreement is over £25,000 and/or in the opinion of the Service Lead - Legal should be sealed. The affixing of the Common Seal will be attested by the Service Lead - Legal or some other person authorised by them.

In addition to the Common Seal being attested by the officer(s) referred to above, documents of a ceremonial nature shall also, if appropriate, bear the signature of the Mayor and/or the Chief Executive.