

# **Section 9 - Finance, Contracts and Legal Matters**

## **9.1 Introduction**

### 9.1.1 Financial management

The management of the council's financial affairs will be conducted in accordance with the financial rules set out in paragraphs 9.2 – 9.11 of this Constitution.

### 9.1.2 Contracts

Every contract made by the council will comply with the Procurement Rules set out in paragraphs 9.12 – 9.30 of this Constitution.

### 9.1.3 Legal proceedings

The Head of Legal and Democratic Services is authorised by the Scheme of Delegation to Officers set out in Section 10 of this Constitution 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 they consider that such action is necessary to protect the council's interests.

### 9.1.4 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 Chief Executive or the Head of Legal and Democratic Services or other person authorised by the Head of Legal and Democratic Services, unless any enactment otherwise

authorises or requires, or the Council has given requisite authority to some other person.

9.1.5 Common Seal of the Council

The Common Seal of the Council will be kept in a safe place in the custody of the Head of Legal and Democratic Services.

9.1.6 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.

9.1.7 The Common Seal will be affixed to those documents which in the opinion of the Head of Legal and Democratic Services should be sealed. Sealed documents will be signed by any one of the following Officers of the council:

- (a) the Chief Executive; or
- (b) the Deputy Chief Executive; or
- (c) the Head of Legal and Democratic Services; or
- (d) the Legal Services Manager.

9.1.8 An entry of every sealing of documents shall be made and consecutively numbered in a register and be signed by the person who attested the seal.