

## **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 Regulations set out in Part 4 of this Constitution and the Financial Procedure Rules maintained by the Chief Financial Officer.

### **14.02 Contracts**

Every contract entered into by the Council will comply with the Financial Regulations set out in Part 4 of this Constitution and the Contracts Procedure Rules maintained by the Contracts Compliance Officer.

### **14.03 Legal proceedings**

The Head of Strategic Support is authorised to institute, defend, 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 the Head of Strategic Support considers that such action is necessary to protect the Council's interests. The Head of Strategic Support may delegate 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 Strategic Support 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 £50,000 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 at least two officers of the Council or made under the Common Seal of the Council.

### **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 Head of Strategic Support or other person authorised by him/her. 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 Head of Strategic Support should be sealed. The affixing of the Common Seal will be attested by the Head of Strategic Support or some other person authorised by him/her.