

# Finance, Contracts and Legal Matters

References:

Sections 135, 151, 223 & 234, Local Government Act 1972  
Part VIII, Local Government Finance Act 1988

## 13.1 Financial management

The management of the Council's financial affairs will be conducted in accordance with the financial rules set out in Part 4 of this Constitution.

## 13.2 Contracts

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

## 13.3 Legal proceedings

The Head of Legal 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 Head of Legal Services considers that such action is necessary.

## 13.4 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 Head of Legal Services 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.

## 13.5 Common Seal of the Council

- (a) The Common Seal of the Council will be kept in a safe place in the custody of the Head of Legal Services.
- (b) 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.
- (c) The Common Seal will be affixed to those documents which in the opinion of the Head of Legal Services should be sealed.
- (d) The seal shall be attested by any two (either Member or Officer) of the following persons present at the sealing, namely the Chairman or Vice Chairman of the Council or other member of the Council, the Chief Executive, Deputy Chief Executive of the Council, Assistant Chief Executive, the Head of Legal Services, or any other officer temporarily designated for this purpose by the Chief Executive.
- (e) An entry of every sealing of a document shall be made and consecutively numbered in a book kept for the purpose and signed by a person who has attested the seal.