

Article 10: Finance, contracts and legal matters

10.01 Financial management

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

10.02 Contracts

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

10.03 Legal proceedings

The Director of Legal and Governance is authorised to institute, defend or participate in, conduct 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 he/ she considers that such action is necessary to protect the Council's interests. The institution, defence, participation in, conduct or settlement any legal proceedings may be undertaken by any SLT Director or Second Tier Manager where authorised by the Director of Legal and Governance, subject to any conditions which he or she may impose.

10.04 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 Director of Legal and Governance 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.

Contracts with a total value of over £150,000 must be made under the common seal of the Council in accordance with rule 17.2 of the Contract Procedure Rules unless the Director of Legal and Governance approves otherwise. Contracts under £150,000 will usually be signed by the Chief Executive or the appropriate SLT Director, Director of Legal and Governance or Second Tier Manager in accordance with rule 17.2 of the Contract Procedure Rules but may be executed under seal where this is deemed appropriate in accordance with rule 17.3 .

10.05 Common seal of the Council

The common seal of the Council may be affixed to any document on the authority of any either of the Chief Executive, a SLT Director, the Director of Legal and Governance, the Deputy Director of Legal and Governance, a Principal or Senior Lawyer.

The seal shall be attested by that individual and an entry of every sealing of a document shall be made and consecutively numbered in a register to be

provided for the purpose and shall be signed by the person who has attested the seal.