# Article 12 – Finance, Contracts and Legal Matters

(references: Sections 135,151, 223 & 234, Local Government Act 1972
Part VIII, Local Government Finance Act 1988)

## 12.01 Financial management

The management of the Council's financial affairs will be conducted in accordance with the Standing Orders in relation to the Budget and Policy Framework and the Financial Regulations set out in Part 4 of this Constitution.

## 12.02 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 he/she considers that such action is necessary to protect the Council's interests.

## 12.03 The Common Seal and execution of documents

(a) The Common Seal of the Council will be kept in a safe place in the custody of the Head of Legal Services or another officer authorised in writing by him/her.

(b) A decision of the Council, or any part of it (including a decision by the Chief Executive, Directors, Divisional Directors or Head of Service), 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 shall be sealed. The affixing of the Common Seal will be attested by the Head of Legal Services or any other responsible officer duly authorised by the Head of Legal Services in writing.

(d) The Head of Legal Services is authorised to sign all legal or official documents which in her/ his opinion shall be signed. That authority shall also apply to any other responsible officer duly authorised by the Head of Legal Services in writing.

## 12.04 Authentication of Documents

Where any document is necessary to be authenticated it will be certified as such 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.