

## **Article 18 – Finance, Contracts and Legal Matters**

### **18.1 Financial Management**

The management of the Council's financial affairs will be conducted in accordance with the Financial Regulations as set out in Part 2 of this Constitution.

### **18.2 Contracts**

Every contract made by the Council will comply with the Contract and Procurement Procedure Rules as set out in Part 2 of this Constitution.

### **18.3 Legal Proceedings**

Unless any enactment otherwise authorises or requires, the Chief Executive, the Assistant Director, Legal and Democratic or any officer of the Council so authorised by them in writing may 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 Chief Executive considers that such action is necessary to protect the Council's interests.

### **18.4 Authentication of documents**

Where any document is necessary to any legal procedure or proceedings on behalf of the Council, it will be signed by either the Chief Executive, Assistant Director, Legal and Democratic and Strategic Director, Corporate Focus or other person authorised by them, unless any enactment otherwise authorises or requires, or the Council has given requisite authority to some other person.

All contracts entered into on behalf of the Council in the course of the discharge of an executive function shall be made in writing. Contracts must either be signed by the relevant Cabinet member or an officer of the authority or be made under the common seal of the Council attested by an authorised officer.

### **18.5 Common Seal of the Council**

The Common Seal of the Council will be kept in a safe place in the custody of the Chief Executive. 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 Assistant Director, Legal and Democratic should be sealed. The affixing of the Common Seal will be attested by either the Chief Executive or any Strategic Director.