

## **Article 15 - Finance, Contracts and Legal Matters**

### **15.01 Financial management**

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

### **15.02 Contracts**

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

### **15.03 Legal proceedings**

The Director of Legal and Governance 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 Director of Legal and Governance considers that such action is necessary or appropriate to protect the Council's interests.

### **15.04 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.

All contracts entered into on behalf of the local authority, including contracts placed or confirmed by order, shall be in writing. Contracts with a value of £500,000 or more shall be by deed and under the Common Seal of the Council except with the approval of the Director of Legal and Governance. Contracts with a value of less than £500,000 shall be by deed and under the Common Seal of the Council if the Director of Legal and Governance so recommends.

### **15.05 The Common Seal of the Council**

The Common Seal of the Council will be kept in a safe place in the custody of the Director of Legal and Governance. A decision of the Council, or of any part of it, including a properly delegated decision by an officer, 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 Director of Legal and Governance should be sealed. The affixing of the Common Seal will be attested by the Director of Legal and Governance, an Assistant

Director of Legal and Governance, or some other person authorised by the Director of Legal and Governance.