

## Article 14 – Finance, Contracts and Legal Matters

### 14.01 **Financial management**

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

### 14.02 **Contracts**

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

Any Contract with a value exceeding £50,000 entered into on behalf of the Council must be signed by any two of the authorised Officers in Paragraph 14.06 of this Article or made under the Common Seal of the Council and attested in accordance with paragraph 14.05 of this Article.

Subject to Contract Procedure [Rule 22.1](#) in Part 4 of the Constitution any contract with a value of £50,000 or less shall be signed by any one of the authorised Officers in Paragraph 14.06 of this Article.

### 14.03 **Legal proceedings**

Legal proceedings may be instituted, defended, withdrawn or settled by the Head of Legal and Democratic Services or other Officers authorised in accordance with the Council's Scheme of Delegation to Officers.

### 14.04 **Authentication of documents**

Where any document is necessary to give effect to any legal procedure or proceedings on behalf of the Council, it will be signed by any one of the authorised Officers in Paragraph 14.06 of this Article or otherwise as set out in the Council's Scheme of Delegation to Officers.

### 14.05 **Common Seal of the Council**

The Common Seal of the Council will be kept in a safe place in the custody of the Strategic Director of Corporate Services. 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 Head of Legal and Democratic Services should be sealed. The affixing of the Common Seal will be attested by any one of the authorised Officers in Paragraph 14.06 of this Article. An entry of every sealing of a document shall be made and consecutively numbered in a book kept for the purpose and shall be signed by the Officer who attested the seal.

### 14.06 **Authorised Signatories**

The authorised Officers for the purposes of this Article are:

The Chief Executive;  
The Head of Legal and Democratic Services;  
The Legal Services Manager;  
The Planning and Litigation Solicitor; or  
any other Officer authorised by the Chief Executive in writing.