

Meeting: Council

Date: 21 September 2005

**THE COMMON SEAL OF THE COUNCIL**

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**1 PURPOSE**

To increase the number of officers who are authorised to witness the sealing of documents.

**2 RECOMMENDATIONS**

That Article 14.05(b) be amended as set out in the annexe to this report.

**3 BACKGROUND**

- 3.1 A substantial number of legal documents are “executed” under the Council’s Seal. Most of these are land transactions though certain contracts and other documents must also be sealed. The sealing of a document must be attested by two signatories.

**4 REASONS FOR RECOMMENDED COURSE OF ACTION AND OTHER OPTIONS**

- 4.1 The recent review of the officers’ structure had the unintentional effect of reducing the number of officers’ signatories. As a result there are sometimes difficulties in securing enough signatures to seal a document at short notice.
- 4.2 It is therefore proposed that all the strategic directors are authorised to witness the Council’s Seal and the necessary amendments appear in italics in the revision of Article 14.05(b) below.

**5 IMPLICATIONS**

None.

**APPENDICES**

- Revised Article 14.05(b)

The impression of the Common seal must be witnessed by (a) The Mayor or Deputy Mayor, Mayor Designate, Chief Executive, *Strategic Directors, Assistant Chief Executive, Director of Resources or Acting Assistant Chief Executive (Finance)* and (b) the Borough Solicitor or the Principal Solicitor or in the absence of both officers any other officer employed as and qualified as a solicitor. A record of every sealing must be entered and consecutively numbered in a book and signed by one of the witnesses to the sealing.