

APPENDIX 2

ARTICLE 12 – FINANCE, CONTRACTS AND LEGAL MATTERS

12.1 Financial management

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

12.2 Contracts

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

12.3 Legal proceedings

The Borough Solicitor 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 Borough Solicitor considers that such action is necessary to protect the Council's interests.

12.4 Authentication of documents

Where any document is necessary to any legal procedure or proceedings on behalf of the Council, it will be signed by the Borough Solicitor or other person authorised by her/him, unless any enactment otherwise so authorises or requires, or the Council has given requisite authority, to some other person.

12.5 Common Seal of the Council

The Common Seal of the Council will be kept in a safe place in the custody of the Borough Solicitor. A decision of the Council, or of any part of it, (or those made under delegated powers and duties) are sufficient authority to seal documents needed for putting those decisions into effect.

The impression of the Common Seal must be attested by one of the following officers of the Council: Chief Executive, Borough Solicitor, Principal Solicitor or Strategic Director. A record of every sealing must be entered and consecutively numbered in a book and signed by one of the witnesses to the sealing.