

# **Article 21 – Finance, Contracts and Legal Matters**

## **20.1 Financial Management**

The management of the Council's financial affairs will be conducted in accordance with the Financial Regulations set out in Appendix 8(A) of this Constitution.

## **20.2 Contracts**

Every contract made by the Council will comply with the Standing Orders Relating to Contracts set out in Appendix 8(B) of this Constitution.

## **20.3 Legal Proceedings**

The Director of Legal & Democratic Services 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 & Democratic Services considers that such action is necessary to protect the Council's interests.

## **20.4 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 Director of Legal & Democratic Services 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.

Any contract entered into on behalf of the local authority in the course of the discharge of a Cabinet function shall be made in writing.

## **20.5 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 & Democratic 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 Director of Legal Services should be sealed. The affixing of the Common Seal will be attested by the Director of Legal & Democratic Services, Deputy Director of Legal Services, Assistant Director of Legal & Democratic Services or Principal Solicitor. An entry of every sealing of a document shall be made and consecutively numbered in a book provided for the

purpose and signed by the person who was present at the sealing and attested the seal.