

# **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 Group Head of Corporate 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 Group Head of Corporate Governance considers that such action is necessary to protect the Council's interests.

## **12.4 Authentication of documents**

Where any document is necessary for any legal procedure or proceedings on behalf of the Council, it will be signed by the Chief Executive, Group Head of Corporate 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.

Any contract with a value exceeding £100,000 entered into on behalf of the Council shall be made in writing and made under the Common Seal of the Council attested by at least one member of staff.

## **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 Group Head of Corporate Governance. 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 Group Head of Corporate Governance should be sealed. The affixing of the Common Seal will be attested by the Group Head of Corporate Governance, Chief Finance Officer or Chief Executive or some other person authorised by him/her or the Council.