

# Chapter 9 – Rules, Codes and Protocols

## Part 1

### Article 14 – Finance, Contracts and Legal Matters

#### 1. Financial management

- 1.1 The management of the Council's financial affairs will be conducted in accordance with the Financial Regulations set out in this Chapter and any guidance issued by the Chief Finance Officer.

#### 2. Contracts

- 2.1 Every contract made by the Council will comply with the Contract Standing Orders set out in this Chapter.

#### 3. Legal proceedings

- 3.1 The Assistant Director of Law and 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 Assistant Director of Law and Governance and/or the Chief Executive considers that such action is necessary to protect the Council's interests.

#### 4. Authentication of documents

- 4.1 Where any document is necessary to any legal procedure or proceedings on behalf of the Council, it will be signed by the Assistant Director of Law and Governance or other person authorised by him/her, unless any enactment otherwise authorises or requires, or the Council or Cabinet has given requisite authority to some other person.

#### 5. Common Seal / Electronic Seal of the Council

- 5.1 The Common Seal of the Council will be kept in a safe place in the custody of the Assistant Director of Law and Governance. A decision of the Council or Cabinet, of a Committee or Sub-Committee, a Committee of Cabinet or a Cabinet Member, will be sufficient authority for sealing any document necessary to give effect to the decision. The Common Seal will be added to those documents which in the opinion of the Assistant Director of Law and Governance should be sealed or are required by the provisions of the Procurement Code to be sealed. The adding of the Common Seal will be witnessed by the Chief Executive or Assistant Director of Law and Governance or some other person authorised by him/her.