

Part 1: Chapter 14

Legal, Finance and Contract Matters

14.1 Financial Regulations

The County Council's financial affairs will be conducted in line with the Financial Rules set out in Part 3, Chapter 5 of this Constitution;

14.2 Compliance with Financial Regulations and Contract Standing Orders

Every contract made by the County Council will comply with Financial Regulations and Contract Standing Orders set out in Part 3, Chapter 6 of this Constitution;

14.3 Legal proceedings

The Head of Legal Services is authorised to commence, defend, or participate in, any legal proceedings in any case, where necessary, to give effect to decisions of the County Council, or in any case where the Head of Legal Services considers it necessary to protect the County Council's interests;

Where any document is necessary to any legal procedure or proceedings on the County Council's behalf, that document will be signed by the Head of Legal Services or person authorised by the Head of Legal Services unless any enactment states otherwise, or the County Council has given the necessary authority to some other person.

14.4 Signing and executing documents

14.4.1 Any contract or agreement entered into on the County Council's behalf must be signed by the Head of Legal Services or any other person authorised by the Head of Legal Services or a Chief Officer or person authorised to sign on behalf of a Chief Officer in accordance with Contract Standing Order 12.4;

14.4.2 Deeds must either be executed under the Common Seal of the County Council and witnessed by the Head of Legal Services (or any other person specifically authorised to sign on his or her behalf), or executed by being signed on behalf of the County

Council by the Head of Legal Services (or other person authorised by the Head of Legal Services) and one other person authorised to do so by the Head of Legal Services. Any contract over a value of £100,000 which is not under seal or executed as a Deed must be signed by the Head of Legal Services (or other person authorised by the Head of Legal Services) and one other person also authorised to do so by the Head of Legal Services;

14.5 The Common Seal of the County Council

The Common Seal of the County Council must be kept, in a safe place, by the Head of Legal Services. A decision made by the County Council 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 Head of Legal Services, should be sealed. The affixing of the Common Seal will be witnessed by the Head of Legal Services, or some other person authorised by him or her.