

## **PART 2 – ARTICLES OF THE CONSTITUTION**

### **Article 13 – Finance, Contracts and Legal Matters**

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#### **13.1 Financial management**

The management of the Authority's financial affairs will be conducted in accordance with the Financial Procedure Rules.

#### **13.2 Contracts**

Every contract made by the Authority will comply with the Contracts Procedure Rules.

#### **13.3 Legal proceedings**

The Director of Governance and Legal 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 Authority or in any case where the Director of Governance and Legal Services considers that such action is necessary to protect the Council's interests.

#### **13.4 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 Governance and Legal Services or other employee authorised by him/her, unless any enactment otherwise authorises or requires, or the Council has given requisite authority to some other person.

With the exception of any contract formed using an electronic procurement system or with a value of less than thirty thousand pounds [£30,000], any contract entered into on behalf of the Authority shall be made in writing and signed under arrangements set out in the Contracts Procedure Rules. Any contract entered into on behalf of the Authority shall comply with the requirements of the Contract Procedure rules and the Financial Procedure Rules.

#### **13.5 Common Seal of the Council**

The Common Seal of the Authority will be kept in a safe place in the custody of the Director of Governance and Legal Services. A decision of the Authority, 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 Governance and Legal Services should be sealed. The affixing of the Common Seal will be attested by the Director of Governance and Legal Services or some other employee authorised by him/her.