

Article 13 – Finance, Contracts and Legal Matters

13.01 Financial management

The management of the Council's financial affairs will be conducted in accordance with the financial rules set out in Part 4 of this Constitution.

13.02 Contracts

Every contract made by the Council will comply with the Contracts Procedure Rules set out in Part 4 of this Constitution.

13.03 Legal proceedings

The Head of Legal & 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 Head of Legal & Governance considers that such action is necessary to protect the Council's interests.

13.04 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 Head of Legal & 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.

13.05 Common Seal of the Council

The Common Seal of the Council will be kept in a safe place in the custody of the Head of Legal & 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 Head of Legal & Governance should be sealed. The affixing of the Common Seal will be attested by the Head of Legal & Governance or in his/her absence, the Head of Finance & IT or Chief Executive.

13.06 Inspection of lands, premises etc.

Unless specifically authorised to do so by the Council, no member of the Council or of the Executive Committee shall issue any order in respect of any works which are being carried out by or on behalf of the Council or claim by virtue of membership of the Council any right to inspect or to enter upon any lands or premises which the Council has the power or duty to inspect or enter, but provided that prior arrangement is made with the appropriate Head of Service, a Member shall, so far as possible within the law, have the right to inspect lands and premises owned by the Council.