

## **10. FINANCE, CONTRACTS AND LEGAL MATTERS**

### **Financial Management**

The management of the council's financial affairs is conducted in accordance with the [Financial Regulations](#) (see Part 3 Section 19).

### **Contracts**

Every contract made by the council will comply with the Contract Standing Orders (see Part 3 Section 20).

### **Legal Proceedings**

The Strategic Manager for Legal Services is authorised to institute, settle, 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 they consider that such action is necessary to protect the council's interests.

The Strategic Manager for Legal Services may authorise staff members to institute proceedings in the magistrates court or the county court on behalf of the council for the recovery of sums due to the council and sundry debts, including recovery of council tax, non-domestic rates, community charge, domestic rates and to authorise any person to act on the council's behalf in taking any court proceedings or other enforcement measures appropriate to the task of recovery, and to authorise the common seal of the council to be affixed to documents of the council.

### **Authentication of Documents**

Where a document is required to support any legal procedure or proceedings on behalf of the council, it will be signed or authenticated by the Strategic Manager for Legal Services or other person authorised by them, unless any enactment otherwise authorises or requires, or the council has given requisite authority to some other person.

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

The common seal of the council is used to authenticate official council documentation. It is kept in a safe place in the custody of the Strategic Manager for Legal Services. 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 that, in the opinion of the Strategic Manager for Legal Services, should be sealed. The affixing of the common seal will be attested by the Strategic Manager for Legal Services or some other person authorised by them and a record shall be kept of all documents sealed.