

West Suffolk Shadow Council

Article 13 - Finance, Contracts and Legal Matters

13.1 Financial Management

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

13.2 Contracts

- 13.2.1 Every contract made by the Shadow Council will comply with the Contract Procedure Rules set out in Part 5 of this Constitution.

13.3 Legal proceedings

- 13.3.1 The Service Manager (Shared Legal) of St Edmundsbury Borough Council and Forest Heath District Council is authorised by the Scheme of Delegation to Officers set out in Part 3 of this Constitution to institute, defend or participate in any legal proceedings in any case where such action is necessary to give effect to decisions of the Shadow Council or in any case where he or she considers that such action is necessary to protect the Council's interests.

13.4 Authentication of documents

- 13.4.1 Where any document is necessary to any legal procedure or proceedings on behalf of the Council, it will be signed by the Head of Paid Service or the Service Manager (Shared Legal) of Forest Heath District Council and St Edmundsbury Borough Council or in their absence by other persons authorised by the Service Manager (Shared Legal), unless any enactment otherwise authorises or requires, or the Council has given requisite authority to some other person.

13.5 Common Seal of the Council

- 13.5.1 A decision of the Shadow 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 Council's Interim Monitoring Officer should be sealed. Sealed documents will be signed by any one of the following officers of Forest Heath District Council or St Edmundsbury Borough Council:

- The Chief Executive Officer
- The Monitoring Officer
- A Director
- An Assistant Director
- A Lawyer.

13.5.2 An entry of every sealing of documents will be made and consecutively numbered in a register and be initialled by the person who attested the seal.