

ARTICLE 16 - FINANCE, CONTRACTS AND LEGAL MATTERS

*References:
S.135,151,223,224 Local Government Act 1972
Part VIII Local Government Finance Act 1988*

16.01 **Audit**

The Council Meeting will arrange for an independent annual audit of all Council accounts and may provide for more frequent audits, as it deems necessary. The Council has made arrangements for the Audit Committee to carry out a range of audit functions detailed in **Section 5 of Part 3** Scheme of Delegation.

16.02 **Financial management**

The management of the Council's financial affairs will be conducted in accordance with the **Financial Procedures Rules (Part 5 PR5)**.

16.03 **Contracts and procurement**

Every contract made by the Council or any part of it will comply with the **Contract Procedures Rules (Part 5 PR6)**.

16.04 **Legal proceedings**

The Head of Legal & Democratic 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 any part of it, or in any case where he or she considers that such action is necessary to protect the Council's interests.

16.05 **Authentication of documents**

Where any document will be necessary to any legal procedure or proceedings on behalf of the Council it will be signed by the Head of Legal & Democratic Governance or other person authorised by him/her, unless any enactment otherwise authorises or requires, or the Council Meeting has given the necessary authority to some other person.

16.06 **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 & Democratic 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 & Democratic Governance should be sealed. The affixing of the Common Seal will be attested by the Head of Legal & Democratic Governance or other [legal officer](#) authorised by him/her [and will be witnessed by a further legal officer authorised by the Head of Legal and Democratic Governance](#).

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