Annex 5.3 – Sealing and Signing Council Documents

1. Custody of Seal

1.1. The Common Seal of the Council shall be secured by a lock and keys and the Head of Legal Services shall be person responsible for it.

2. Sealing of documents

2.1. The Common Seal of the Council shall not be affixed to any document or deed unless the sealing has been authorised by a resolution of the Full Council, or of a committee or officer to which the Council has delegated its powers in this behalf. A decision of the Council, including decisions under delegated powers- authorising the acceptance of any tender, the purchase, sale, letting, or taking of any property, the issue of any stock, the presentation of any petition, memorial, or address, the making of any rate or contract, or any other matter or thing, shall be a sufficient authority for sealing any document necessary to give effect to the decision.

2.2. The seal shall be attested by an Authorised Officer (namely the Chief Executive, Director of Corporate Services, Director of Environment, Housing and Regeneration, or the Head of Legal Services). The sealing and execution of documents can be delegated in accordance with Appendix 2. The Common Seal of the Council may be affixed either by physical means or by such electronic means as the Head of Legal Services may from time to time authorise. The affixing of an electronic seal shall be of the same legal effect as affixing the Common Seal of the Council physically. An entry of every sealing of a document or deed shall be made, and consecutively numbered, in a book to be provided for the purpose and shall be signed by the person or persons who shall have attested the seal.

3. Signature of Documents

3.1. Where it is a necessary step in legal procedure or proceedings for any document, it shall be signed by the Chief Executive, Director of Corporate Services, Director of Environment, Housing and Regeneration or the Head of Legal Service (or other person authorised by them), unless:

i. Any enactment otherwise requires or authorises.

ii. Full Council, a committee, or sub-committee to which the Full Council has delegated its powers, has given the necessary authority to some other person for the purpose of such proceedings.