

4.26 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 Services** . The Common Seal will be affixed to those documents which in the opinion of the **Head of Legal Services** should be sealed.

The affixing of the Common Seal will be attested by the Head of Legal Services or such other person authorised by them [in writing](#)

Signing of documents

The Monitoring Officer and/or Head of Legal Services can sign any document necessary to carry out the Council's decisions or protect its interests including certificates given under the Local Government (Contracts) Act 1997.

The Managing Director, ~~Monitoring Officer~~ and members of the Senior Leadership Team (Section 151 Officer & Chief Finance Officer, Head of Place & Commercial Services and Head of Community Services and Improvement) may sign documents on behalf of the Council or [delegate in writing such authority to](#) authorise officers whom they manage and in accordance with delegated powers stated under the Council Constitution to sign documents on behalf of the Council if:

- the document is about a function which they or an officer who reports to them has budgetary or management responsibility for and
- the constitution or the law does not require the document to be signed by someone else and
- they have had regard to any advice from the Chief Finance Officer and [/or](#) Monitoring Officer

Execution of the deeds

The common seal of the Council will be kept in a safe place in the custody of the Head of Legal Services. It will be attested by the Head of Legal Services, or an officer nominated by them [in writing](#). 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 Services should be sealed. The Council will keep a book recording when the common seal is used. The book will be signed by the officer who attests the seal.

The deed will be validly executed if:

1. the Common Seal has been affixed; and
2. the deed has been signed by the Head of Legal Services or in their absence any member of the Senior Leadership Team; and
3. the signature has been witnessed in the presence of the Council's officer; and
4. reference is made to the resolution [including its date] authorising such execution.