

Appendix 'U'

Procedures for the authentication and execution of documents.

The Borough Secretary is authorised to negotiate conclude and execute any document required to give effect to any decision taken on behalf of the Authority (ie a decision of the Cabinet or delegated by them to an officer in respect of an executive function or of the Council or delegated by them in respect of other functions) whether or not that decision expressly records such an authorisation.

Executive Directors are authorised to execute documentation to give effect to expenditure incurred by them up to £25,000 in the exercise of their delegated powers. They will exercise their judgement as to the circumstances in which it is appropriate to seek legal advice from the Borough Secretary prior to entering into any such documentation.

The Council's Standing Orders for Contracts require that all contracts in excess of £25,000 be signed by the Borough Secretary or are in a form approved by them.

Documents are executed under hand by signature or by Seal as appropriate. The Borough Secretary is authorised to witness the affixing of the Common Seal of the Council to documents. The Borough Secretary has authorised the holder of the posts of Assistant Borough Secretary (Litigation) and Assistant Borough Secretary (Property and Contracts) to both sign documents and witness the affixing of the Council's Common Seal in the exercise of the authority delegated to him.