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**DECISION NO: CSD73**

**SUBJECT:** Authority to solicitors to attest the affixing of the Common Seal

**DETAILS:**

The Council's Constitution (Article 12.4) provides that the affixing of the Common Seal of the Council will be attested by the Head of Legal and Democratic Services or some other person authorised by him/her.

It is desirable in the interests of the efficient functioning of the Authority that there are other officers who may attest the affixing of the Common Seal on occasions when the Head of Legal and Democratic Services is absent or not available to do so.

**REASONS:**

To ensure that those documents which need to be executed under seal can be sealed without unnecessary delays.

**OTHER ALTERNATIVES CONSIDERED:**

None – The Head of Legal and Democratic Services has previously given authority on a case by case basis to colleagues to seal documents in his absence and this decision records and formalises the existing arrangement.

**FINANCIAL IMPLICATIONS:**

None

.../over

**DECISION:**

That the following solicitors are authorised to attest the affixing of the Common Seal on occasions when the Head of Legal and Democratic Services is absent or not available to do so.

<b>Name</b>	<b>Position</b>
Ann Rich	Solicitor, Team Leader Property & Contracts
Clare Macourt	Solicitor
Malcolm Pridmore	Solicitor
Sue Buck	Solicitor, Team Leader Litigation
Lorraine Sherman	Solicitor, Team Leader Child Care

Signed *N. P. Brain*  
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**Nicholas Brain, Head of Legal and Democratic Services**

Dated.....*19.12.2016.*  
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