

13. Sealing of Documents

- 13.1 The Common Seal of the Council shall be fixed to a document when the affixing of the Seal is required following a decision by the Council, Cabinet (including a decision made on its behalf under delegated powers), a Committee, Panel or Sub-Committee, or a decision by an officer under delegated powers, which authorises the action set out in that document. For the avoidance of doubt, the affixing of the Seal may be undertaken electronically.
- 13.2 The Chief Executive, Strategic Directors, Assistant Directors, Service Managers (and such other officers as they authorise), may attest the seal.
- 13.3 Every sealing shall be recorded, consecutively numbered, in a register kept for the purpose, which shall record the name of the officer attesting the seal.