

**Full Council
Wednesday 22nd May 2019**

Authorisation of the sealing or signing of documents

Appointments to Outside Bodies

Cabinet Member(s): N/A

Head of Function: Christine Fraser, Head of Performance and Governance

Reason for the Report: As per the Constitution, to ask the Council to note the officers that have been delegated authority to sign and seal relevant Council documents

RECOMMENDATION: The Council approves the list of officers delegated to sign and seal Council documents as per the Constitution's Scheme of Delegation

Relationship to Corporate Plan: N/A

Financial Implications: None

Legal Implications: To ensure that appropriate officers sign and seal the documents to ensure that they are legally binding

Risk Assessment: If the Council doesn't follow the Constitution, documents may not be legally binding

Equality Impact Assessment: N/A

1.0 Introduction

1.1 Prior to Somerset West and Taunton Council coming into effect from the 1st April 2019, a Shadow Authority, consisting of all Councillors from Taunton Deane Borough Council and West Somerset District Council approved the Constitution for the new Council.

1.2 The Scheme of delegation sets out that the officers delegated authority to sign and seal documents as follows:

- Chief Executive
- Executive Director and Deputy Chief Executive
- Heads of Function
- Governance Manager

Contact for more information: Amy Tregellas, Governance Manager and Monitoring Officer

Circulation of the Report: All Councillors

List of Background Papers: N/A

