

Somerset West and Taunton Council

Annual Council – 4 May 2021

Authorisation of the sealing or signing of documents

This matter is the responsibility of the Leader of the Council

Report Author: Amy Tregellas, Governance Manager and Monitoring Officer

1. Executive Summary / Purpose of the Report

- 1.1 As per the Constitution, to ask the Council to note the officers that have been delegated authority to sign and seal relevant Council documents.

2. Recommendations

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

3. Risk Assessment

- 3.1 If the Council doesn't follow the Constitution, documents may not be legally binding

4. Background and Full details of the Report

- 4.1 The Somerset West and Taunton Council Constitution sets out the matters which the Council must consider at the Annual General Meeting.
- 4.2 The Officer Scheme of Delegation sets out that the officers delegated authority to sign and seal documents are as follows:

- Chief Executive
- Directors
- Assistant Directors
- Monitoring Officer
- Deputy Monitoring Officer

5. Links to Corporate Strategy – N/A

6. Finance / Resource Implications - None

7. Legal Implications – To ensure that appropriate officers sign and seal relevant documents to ensure that they are legally binding

8. Climate and Sustainability Implications - None

9. Safeguarding and/or Community Safety Implications - None

- 10. **Equality and Diversity Implications** - None
- 11. **Social Value Implications** - None
- 12. **Partnership Implications** - None
- 13. **Health and Wellbeing Implications** - None
- 14. **Asset Management Implications** - None
- 15. **Data Protection Implications** - None
- 16. **Consultation Implications** - None

Scrutiny/Executive Comments / Recommendation(s) – N/A as this is a Council Report

Democratic Path:

- **Scrutiny / Corporate Governance or Audit Committees** – No not applicable as Council function only
- **Cabinet/Executive** – No not applicable as Council function only
- **Full Council** – Yes

Reporting Frequency: **Annually**

Contact Officers

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