

WEST OXFORDSHIRE DISTRICT COUNCIL
COUNCIL – WEDNESDAY 3 SEPTEMBER 2014
SEALING OF DOCUMENTS

REPORT OF THE HEAD OF DEMOCRATIC SERVICES
(Contact: Keith Butler, Tel: (01993) 861521)

1. PURPOSE

To approve (i) arrangements for the sealing of documents between 22 September and 8 October 2014, inclusive; and (ii) a change to Article 14 of the Constitution to provide cover for the Chairman and Vice Chairman of Council in the future, if necessary.

2. RECOMMENDATIONS

- (a) That a Councillor be appointed to attest the affixing of the Common Seal of the Council to any documents requiring sealing in the period 22 September to 8 October 2014, inclusive; and
- (b) Paragraph 14.7 of Article 14 of the Council's Constitution be amended by the addition of the following final sentence: *"In the event of neither the Chairman or Vice Chairman of Council being available to attest the affixing of the Common Seal, the Chief Executive is authorised to arrange for the sealing to be undertaken by another member of the Council"*.

3. BACKGROUND

- 3.1. Council is aware of documents that are executed under the Common Seal of the Council, as a schedule of such documents is reported to each Council meeting, for information.
- 3.2. Article 14 of the Constitution includes the provision that: *"The Common Seal will be affixed to those documents which in the opinion of the Chief Executive should be sealed. The affixing of the Common Seal will be attested by either the Chairman or Vice Chairman of the Council and either the Head of Democratic Services, or another Officer authorised by the Chief Executive"*.
- 3.3. Unfortunately, because of commitments made prior to their election and appointment, the Chairman and Vice Chairman of the Council will both be unavailable between 22 September and 8 October inclusive. Accordingly, it is necessary to ensure that any documents requiring to be sealed during that period can be dealt with in a timely manner.
- 3.4. There is no restriction as such on which member(s) of the Council may be authorised, but it is suggested that the appointee should be generally readily available to go to the Woodgreen Office for the purpose.
- 3.5. Recommendation (b) is, obviously, intended to provide for cover should the situation ever arise again.

4. ALTERNATIVES/OPTIONS

The Council could choose not to make an appointment or approve the change proposed in the second recommendation. However, that would create a risk to the timely conduct of the Council's affairs.

5. FINANCIAL IMPLICATIONS

None.

6. RISKS

None additional to the comment in section 4 above.

7. REASONS

To ensure that the necessary business of the Council can be conducted in a timely manner.

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Head of Democratic Services

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Background Papers:

None