

# **Somerset West and Taunton Council**

## **Council Annual General Meeting – 26<sup>th</sup> May 2020**

### **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**

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
- Heads of Service
- Governance Manager and 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**

**17. 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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