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### 03. Sealing of documents

3.1. The Common Seal of the Authority shall be kept in a safe place and the keys thereof shall be in the custody of the Clerk or some other Officer authorised by the Clerk.

3.2. A resolution of the Authority authorising the taking of any action shall be sufficient authority for the sealing of any document necessary to give effect to such resolution.

3.3. The sealing of a document shall be entered and consecutively numbered in a Register kept for that purpose in the custody of the Clerk.

3.4. The Clerk shall be authorised to sign all documents and in his absence the Deputy Clerk or Deputy Chief Financial Officer shall be authorised to sign any such documents.

3.5. Where any document will be a necessary step in any legal procedure or proceedings on behalf of the Authority it shall be signed by the Chair or the Clerk, unless any enactment otherwise requires or authorises, or the Authority gives the necessary authority to some other person for the purposes of such procedure or proceedings.

3.6. The Chair or the Clerk are authorised to institute or defend any legal proceedings in any case where this is required to give effect to a decision of the Authority or any committee or sub-committee thereof with delegated authority to take decisions in the name of the Authority or in any case where the Chair or the Clerk consider that this is required to protect the interests of the Authority.

3.7. The powers of the Chair and the Clerk under this Standing Order shall include the power to negotiate the settlement of legal proceedings subject to any action being reported to the Authority or the ITA Executive Board in accordance with these Financial Regulations.

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