

### **21. Legal rules**

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#### **21.1 Legal officers**

The Head of Law and Governance can take any legal action necessary to carry out the Council's decisions or protect its interests. This will include:

- to prosecute, defend, make application, serve any notice or appear on behalf of the Council in any court, tribunal or hearing on any criminal, civil or other matter (including appeals);
- to settle any proceedings;
- to instruct external legal advisors;
- to institute legal proceedings under any local byelaws or orders within the Council's area; and
- to lodge objections to any proposal affecting the Council's interests.

#### **21.2 Signing of documents**

When the Council takes legal action, documents will be signed in the name of the Head of Law and Governance, unless:

The law allows someone else to sign them and

The Head of Law and Governance has given that person permission to sign them.

#### **21.3 Common Seal of the Council**

The common seal of the Council will be kept by the Head of Law and Governance. It will be attested by the Head of Law and Governance or a senior officer nominated by her or him.

The Council will keep a book recording when the common seal is used. The book will be signed by the officer who attests the seal.

The Council chooses not to make Tree Preservation Orders under seal. They are signed and then issued.

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