

Report to the Council

Committee: Constitution Working Group (Councillor P Bhanot)

Date: 13 December 2022

1. DocuSign – proposed amendment to the Constitution – Article 15 – Finance, Contracts and Legal Matters

Recommending:

- (1) That an additional sentence at (9), to read: “The common seal may be in physical or electronic form as determined by the Monitoring Officer”, be incorporated into Article 15 – Finance, Contracts and Legal Matters; and**
- (2) That pursuant to Recommendation (1) above, the Monitoring Officer be authorised to make the necessary revisions to the Council’s Constitution.**

Report:

- 1.1 The Working Group considered a report at its meeting on 1 November 2022. N Boateng, the Monitoring Officer, proposes an amendment to Article 15 under the section entitled “Common Seal of the Council”.
- 1.2 It is proposed to incorporate an additional sentence at (9), to read: “The common seal may be in physical or electronic form as determined by the Monitoring Officer”. Please see attached Appendix 1 of Article 15, for information.
- 1.3 The additional paragraph will give flexibility, as determined by the Monitoring Officer, and will allow DocuSign to be used for signing or sealing contracts and agreements on behalf of the Council, when necessary.
- 1.4 The Working Group has agreed that the proposed flexibility to use an electronic signature or seal is a practical solution.
- 1.5 Therefore, the Working Group is recommending to Council for approval, that an additional paragraph (9), as detailed in 1.2 above, be incorporated into Article 15 – Finance, Contracts and Legal Matters.