



# HARTLEPOOL BOROUGH COUNCIL

## OFFICER DECISION RECORD

Department: Chief Executives

Division: Legal

Date of Decision /  
Issue of Licence: 31 July 2018

Officer Making  
Decision: Hayley Martin, Interim Chief Solicitor

Subject / Description  
& Reason for  
Decision: Article 14 of the Constitution states that:

*Where any document is necessary to any legal procedure or proceedings on behalf of the Council, it will be signed by the Chief Solicitor or other person authorised by him/her, unless any enactment otherwise authorises or requires, or the Council has given requisite authority to some other person.*

Section 18 (ii) of the Contract procedure rules states that:

*a) Except for contracts entered into by an Officer in exercise of delegated powers, the Chief Solicitor shall be the agent of the Council to sign on behalf of the Council all contracts agreed to be entered into by or on behalf of Policy Committees or the Council.*

*b) Contracts which are for a value of £100,000 or more shall be executed under the Council's seal by the Chief Solicitor (or in his/her absence by a person authorised by him/her).*

In the absence of the Interim Chief Solicitor, the Interim Assistant Chief Solicitor, Neil Wilson is authorised to:

1. Sign documents in accordance with Article 14
2. act as agent to sign all contracts in accordance with (a) and
3. to execute contracts under the Council's seal in accordance with (b) above (in the absence of the Chief Solicitor), power is delegated to the following officers:

ODR No.: TO BE COMPLETED BY DST

and for the period 20-26 August 2018 in the absence of the Assistant Chief Solicitor:

Regan Cannell, Solicitor

Marian Williams, Principal Legal Assistant

are authorised to complete the actions set out at points 1-3 above.


Type of Decision: Non Key

Nature of Delegation Being Exercised: Officer Delegated Authority

Alternative Options Considered & Rejected: **There is no alternative, if the delegation is not approved any legal document which requires signature or seal would not be completed should the Interim Chief Solicitor not be present.**

Any Declared Register of Interest: No

OFFICER WITH THE DELEGATION

NAME: .....Hayley Martin..... 

POSITION: .....Interim Chief Solicitor.....

In consultation with: Chris Little , Director of Finance and Policy

Signed..... 

Date: ..... 1/8/18 .....