

**Appendix 2****Electronic sealing and signing**

| <b>Section</b>                                    | <b>Proposed changes</b><br>(Additional wording is shown <u>underlined</u> , deleted wording is shown in <del>strikethrough</del> -)   | <b>Rationale</b>   |
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| <b>References to “sealing”</b>                    |   |  |
| Article 13 - Finance, Contracts and Legal Matters | <p>To make the following amendments:</p> <p><i>“13.5 <u>Common Seal of the Council</u></i></p> <p><i>The <u>Common seal of the council (which includes its electronic equivalent)</u> will be kept in a safe place in the custody of the <u>monitoring officer</u>. a decision of the council, or of any properly constituted body of the council, will be sufficient authority for sealing any document necessary to give effect to the decision. the common seal will be affixed to those documents which in the opinion of the <u>monitoring officer</u> should be sealed. the affixing of the common seal will be attested by the <u>monitoring officer</u>, or some other person authorised by them.</i></p> <p><i>13.6 Record of sealing of documents</i></p> <p><i>Any entry of the sealing of every deed or document to which the common seal has been affixed shall be made by the <u>monitoring officer</u> or some other person authorised by them and consecutively numbered in a book <u>or electronic register</u> to be provided for the purpose.”</i></p> | To make clear that references to sealing include sealing electronically. |
| Glossary  | <p>To make the following amendments:</p> <p><i>“Common seal</i></p> <p><i>The common seal is the council’s mark of authentication and is attached <u>by hand or electronic means</u> to documents which are decisions of the council or any properly constituted body of the council or to documents which in the opinion of the monitoring officer should be sealed or as required by the contract procedure rules. the common seal is kept in the safe custody of the monitoring officer.”</i></p>  | As above.  |
| <b>References to “signatory/signatory/sign”</b>   |   |  |
| Overview and Scrutiny                             | <p>To make the following amendments:</p> <p><i>“22.3 Issues excluded from referral as a CCfA.</i></p>   | To correct an error in the   |

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| Procedure Rules                       | <i>(vi) ccfa which do not follow these guidelines will be considered inadmissible, in which case <u>the councillor who referred the matter</u> will be informed in writing of the reasons why.”</i>   | original wording.  |
| Responsibility for Functions          | To make the following amendments:<br><br><i>“Health and Wellbeing Together governance and reporting relationships:<br/><br/>The primary focus of the executive group is to <u>approve</u> statutory documents <u>relating to health and wellbeing</u> and provide a strategic forum for the Council and health partners to drive health and social care integration.”</i> | To correct an error in the original wording.                               |
| Full Council Meetings Procedure Rules | No change to words but numbering needs correcting.  | To correct an error in the original wording.                               |
| Overview and Scrutiny Procedure Rules | To make the following amendments:<br><br><i>“2. Who may serve on the Scrutiny Board and Scrutiny Panels.<br/><br/>2.2 It is a requirement of accepting a position as a Co-opted Member that those persons should <u>hand sign</u> and abide by the Councillors’ Code of Conduct.”</i>   | To make clear this is one of the few times that hand signing is necessary. |
| As above                              | To make the following amendments:<br><br><i>“21. Arrangements for the appointment of parent governor representatives...<br/><br/>g. <u>hand sign</u> and abide by the Councillor Code of Conduct.”</i>  | As above.  |
| Code of Conduct Councillors           | To make the following amendments:<br><br><i>“Application of the Code of Conduct<br/><br/>This Code of Conduct applies to you as soon as you <u>hand sign</u> your declaration of acceptance of the office of councillor.”</i>   | As above.  |
| Code of Conduct for Employees         | To make the following amendments:<br><br><i>“7.4 Spouses, partners and close personal friends.</i>  | To correct an error in the   |

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|                    | <p><i>Employees who are in, or embark on, a close personal relationship within the same service or department must declare the relationship to their manager and may voluntarily sign the protocol <del>at Appendix 1</del> to help ensure probity and appropriate behaviours. Dependent on the working arrangements, the nature of the post(s) held and an assessment of the potential risk to the organisation, the relevant Director or senior officer may require employees to sign the relationship protocol.”</i></p> | original wording.  |
| Glossary           | <p>To make the following amendments:</p> <p><u>“Signature (or any reference to signing) – The authorisation of a relevant officer which may be made by hand, or electronic means in a form approved by the Monitoring Officer.”</u></p>   | Adding this widens the meaning of signature to include electronic signature. |
| Whole Constitution | <p>To make such other minor amendments which are incidental to the changes above.</p>   | Necessary for consistency and ease of reading.                               |