

## **Custody of seal, sealing and signature of documents**

### **Custody of seal:**

The common seal of Llais shall be kept in a secure place by the Board Secretary of Llais. The Board Secretary will advise on the appropriate use of the organisation's common seal and will arrange the sealing of documents, as required.

The common seal of Llais will be primarily used to seal legal documents such as transfers of land, lease agreements and other important/key contracts. The seal may only be fixed to a document if the Board has determined it shall be sealed, or if a transaction or activity to which the document relates has been approved by the Board during its decision making and agreed strategic objectives.

### **Sealing of documents:**

Where the Llais Board decides or a supplier or contractor requires that a document shall be sealed, the authorised person requesting or recommending the sealing of a document shall make sure appropriate checks are made and the documents are correct with the required legal advice and the advice of the Board Secretary.

The common seal shall be affixed under the management of the Board Secretary through a process called a Sealing Panel. Two authorised signatories will be required to enable a seal to be affixed and witness its affixing. The signatories must be different to the senior authorised person recommending/requesting the sealing.

The only authorised signatories for witnessing the affixing of a seal will be:

- The Chair of Llais or nominated deputy (who must be a non-executive director).
- The Chief Executive of Llais or a nominated deputy.

Both authorised signatories are required to enable the use of the common seal.

### **Register of sealing:**

The Board Secretary shall ensure that a register is maintained in which they, or another manager authorised by them, shall enter a record of the sealing of every document, which will include the signatures of the authorised signatories/witnesses.

Each entry in the register must be signed by the persons who approved and authorised the document and who witnessed the affixing of the seal. A report of all sealings shall be presented to the Board at least bi-annually at an in-public Board Meeting.

**Signature of Documents:**

Where a signature is required for any document connected with legal proceedings involving Llais in addition to the affixing of the seal, it shall be signed by the Chief Executive in line with the Llais Scheme of Delegation and its Authorisation Matrix, except where the Board has authorised another person or has been otherwise directed to allow or require another person to provide a signature.

The Chief Executive or nominated officers may be authorised by the Board to sign on behalf of Llais any agreement or other document subject to prior approval by the Board and in line with Llais's scheme of delegation.