

<p><b>Officer responsible</b> Legal Services Manager</p>	<p><b>Author</b> Peter Mitchell</p>
<p>Corporate Plan Output: Legal Advice</p>	

The purpose of this report is to recommend that the Committee authorise another officer to witness the affixing of the Common Seal in place of the Administration Officer.

The current Administration Officer, Mr Geoff Head, is retiring at the end of May and at the present time he is one of four Council officers authorised to witness the affixing of the Council’s Common Seal.

The other officers are the Council Secretary, the Director of Operations and the Legal Services Manager.

It is recommended that the Senior Purchasing Officer of the Corporate Services Unit now be authorised to witness the affixing of the Common Seal in substitution for the Administration Officer.

**Recommendation:** That the Council resolution authorising officers to witness the affixing of the Common Seal be rescinded and substituted by the following resolution:

*“That the Mayor, or any other Councillor, and the Senior Purchasing Officer of the Corporate Services Unit witness the affixing of the Common Seal and that in the absence of the Senior Purchasing Officer, the Seal will be witnessed by the Council Secretary, the Director of Operations or the Legal Services Manager.”*

**Chairman’s Recommendation:** That the above recommendation be adopted.