

36. *Electronic Signatures*

36.1 Signatures may be affixed to a contract either using physical, handwritten means or by way of an electronic signature using the Combined Authority's chosen electronic signature system only, and in accordance with any legal requirements¹.

39. *Sealing of Documents*

39.1 A resolution of the Combined Authority, a committee of the Combined Authority or a decision of an officer (where the committee or officer has the power) authorising the taking of any action shall be sufficient authority for sealing of any document necessary to give effect to such resolution. In other cases, the Combined Authority's Seal shall be affixed to any document only when:

39.1.1 sealing has been authorised by a resolution of the Combined Authority or of a Committee or officer to which the Combined Authority has delegated its powers in this behalf, or

39.1.2 the Head of Legal and Governance Services has delegated authority to enter into the contract or agreement.

39.2 The Combined Authority's Seal may be affixed physically or inserted by electronic means using the Combined Authority's chosen electronic system only, provided that the use of electronic seal meets any relevant legal requirements².

39.3 The application of the Combined Authority's Seal shall be authenticated by the signature of the Head of Legal and Governance Services or the Managing Director.

39.4 Any signature authenticating the Combined Authority's Seal may be a physical handwritten signature, or an electronic signature using the Combined Authority's chosen electronic signature system only, provided the use of electronic signatures meets any relevant legal requirements³.

¹ This means that the said electronic signature may only be used when it will be legally effective to do so and when it will be accepted as valid by organisations relevant to the contract being signed, such as the Land Registry or Companies House

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- 39.5 The sealing of a document in accordance with clauses 38.1 to 38.4 (inclusive), whether by physical or electronic means, shall be entered in a register, or registers kept and maintained for that purpose ~~in the custody of~~ by the Head of Legal and Governance Services.
- 39.6 The Combined Authority's Seal shall be kept in a safe place in the custody of the Head of Legal and Governance Services or some other person authorised by the Head of Legal and Governance Services.
- 39.7 The Head of Legal and Governance Services shall be authorised to sign all other documents and in their absence any other Solicitor employed by the Combined Authority shall be authorised to sign any such documents other than cheques and other negotiable instruments.