

## Finance and Resources Committee – 22 November 2010

### BANK MANDATE SIGNATORY UPDATE – PUBLIC PAPER

#### **Introduction**

This paper proposes an updated signatory list.

#### **Decision**

The Committee is requested to approve the revised Bank Mandate signatory/ approval list to take immediate effect.

#### **Background information**

The Bank Mandate is the reference document used by the banks for authorising signatories. With the change of principle current account bank from Nat West to Lloyds there is also a requirement to move from a physical paper based authorisation process to an electronic card based approval system.

The Executive has taken this opportunity to review the signatory/ approval List A and change the limit at which List B is required to approve transactions.

The previous limit which required List B approval was £25,000 this was set sometime before 2004 when the organisation turnover was less than £7 million. The revised limit of £50,000 is set to reflect the change in size of the organisation with the list A now containing only staff at director level.

These recommended changes have been agreed with PFK who have also confirmed that £50,000 remains lower than most health regulators as the threshold where a second council level signatory is required.

#### **Resource implications**

Nil

#### **Financial implications**

Nil

#### **Appendices**

Appendix One – Bank Mandate Arrangements (revised) list

#### **Date of paper**

10 November 2010

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2009-01-08	a	F&R	PPR	Signatory List paper	Draft	Public
					DD: None	RD: None

**HEALTH PROFESSIONS COUNCIL**

**BANK MANDATE ARRANGEMENTS (Revision 15)**

The List is to operate with effect from 22nd NOVEMBER 2010

**LIST A**

**LIST B**

Marc Seale  
Guy Gaskins  
Gary Butler  
Gregory Ross Sampson  
Teresa Haskins  
Jacqueline Ladds  
Abigail Gorringe

Dr Anna Van Der Gaag  
Richard Kennett

**Cheques, Bacs and Chaps payments to be signed/ approved as follows, by individual item value:**

- Up to and including £50,000.00                      Any 2 signatories from List A
- Over £50,000.00    Any 1 signatory from List A & 1 from List B

Chaps and Bacs payments (including transfers between HPC accounts held at different banks) need authorisation. The payment of most invoices and payroll is also made by Bacs.

The total list of payments must be approved by any 2 from List A but individual items of payments greater than £50,000.00 should be approved by a person from List B.

**Transfer between HPC Accounts**

Other than automatic transfers, transfers between HPC banks accounts (both to accounts within the same bank and transfers between HPC deposit accounts between any of the banks used by HPC including Money Market & Corporate Bond Transactions) must be initiated by either (Manj Dhaliwal) Financial Accountant or (Charlotte Milner) Financial Controller and approved on the Authority of either (Marc Seale) Chief Executive or (Gary Butler) Finance Director and one from list A.

**Other Instructions**

The (Manj Dhaliwal) Financial Accountant and (Charlotte Milner) Financial Controller has authority to deal with all HPC accounts with all of the HPC banks on a daily procedural basis.

Signature of Chairperson:.....Name Print.....

Signature of Chief Executive:.....Name Print.....