

# **EXECUTIVE SUMMARY AND RECOMMENDATIONS**

## **INTRODUCTION**

Following Anne Barnes's departure under the Early Retirement Scheme, there is a vacancy for a cheque signatory on the NatWest Bank accounts.

## **DECISION**

The Committee is asked to agree the following:

**That Mr Roy Dunn should be entered on the NatWest Bank Mandate in place of Mrs Anne Barnes.**

## **BACKGROUND INFORMATION**

Roy Dunn has been selected as of those senior members of the Executive Management Team who are not signatories already, he is in the office more than most.

## **RESOURCE IMPLICATIONS**

None

## **FINANCIAL IMPLICATIONS**

None

## **BACKGROUND PAPERS**

See revised mandate attached.

## **APPENDICES**

None

**HEALTH PROFESSIONS COUNCIL**  
**BANK MANDATE ARRANGEMENTS (Revision 5)**

The list is to operate with effect from 12<sup>th</sup> February 2004.

**LIST A**

Marc Seale

**LIST B**

Paul Baker  
Niamh O'Sullivan  
Roy Dunn

**LIST C**

Norma Brook  
Colin Lea  
Michael Barham

**Cheques to be signed as follows:**

Up to £25,000:

Any 2 signatures from Lists A & B

Over £25,000

Any 1 signature from Lists A & B and 1 from List C

**BACS transfers:**

The payment of some invoices and payroll is made by BACS.

The total list of payments must, before transmission, be signed by any 2 from list A or B but individual items of payments greater than £25,000 should be initialled by a person from List C.

**Transfers between accounts:**

Other than automatic transfers, transfers between NatWest Accounts (including Money Market Transactions) may be confirmed on the authority of List A or Paul Baker.

**No person may sign a cheque made payable to himself.**