

Finance and Resources Committee – Thursday 24 April 2008

Invoice/Purchase order signatories update and Bank Mandate update

Executive summary and recommendations

Introduction

Currently only the president is able to sign purchase orders and invoices over £25,000 and cheques over £25,000. Peter Douglas is also able to sign cheques over £25,000. An updated Invoice/Purchase order signatory list is required and updated bank mandate is required in order an additional signatory can sign purchase orders, Invoices and cheques over £25,000. All signatories will need to re-sign.

Decision

- To add Robert Clegg as an signatory to sign purchase orders and invoices over £25,000
- To add Robert Clegg to list B on the bank mandate to sign cheques over £25,000.

Background information

Due to procedural changes at Natwest, every time HPC Bank Mandate changes, Each change has to be approved by Committee and a new Natwest Bank Mandate will have to be agreed.

An additional signatory has been asked to be added to the Purchase Order/Invoice Signatory list and bank mandate for items over £25,000 for situations where the president is not available.

Resource implications

Nil

Financial implications

Nil

Appendices

Appendix 1 – Proposed invoice/purchase order signatories list

Appendix 2 – Bank Mandate Arrangements (revision 12)

Date of paper

14 April 2008

HEALTH PROFESSIONS COUNCIL

INVOICE/PURCHASE ORDER - SIGNATORIES

REVISED 24th April 2008

The Signatures below are those authorised to authorise invoices & expense claims. The list will be retained Finance.

President	>£25k	Anna Van Der Gaag		
	>£25k	Robert Clegg		
Chief Executive & Registrar	<£25k	Marc Seale		
Communications	<£8000	Jacqueline Ladds		
	<£1000	Vacant		
	<£1000	Thomas Heiser		
Operations	<£8000	Greg Ross Sampson		
	<£8000	Roy Dunn		
Approvals & Monitoring	<£8000	Abigail Creighton		
	<£1000	Osama Ammar		
	<£1000	Tracey Samuel-Smith		
Finance	<£8000	Simon Leicester		
	<£1000	Charlotte Milner		
Fitness to Practise	<£8000	Kelly Johnson		
	<£8000	Eve Seall		
	<£8000	Alison Abodabam	Effective 14/04/08	
	<£1000	Merle McKinley-McNair		
	<£1000	Corrado Palmas		
	vacant	<£1000	Jameel Anweer	
	<£1000	Zoe Maguire		
	<£1000	Russell Brown		
	<£1000	Paul Robson	Effective 5/08/08	
Human Resources	<£8000	Larissa Foster		
Partners	<£8000	Yasmin Hussian		
IT	<£8000	Guy Gaskins		
	<£1000	Rick Welsby		
Registrations	<£8000	Richard Houghton		
	<£8000	Claire Harkin		
	<£8000	Tyrone Reid	Effective 22/07/08	
	<£8000	Marianne Lawrence		
Office Services	<£8000	Stephen Hall		
Secretariat	<£8000	Niamh O Sullivan		
	<£1000	Steve Rayner		
	<£1000	Colin Bendall		
Policy	<£8000	Rachel Tripp		
	<£1000	Michael Guthrie		

All amounts over £8000.00 must be signed by the budget holder & Marc Seale
 All amounts over £30,000.00 must be go through the tendering process
 Only holders on this list are allowed to create new suppliers for business

HEALTH PROFESSIONS COUNCIL
BANK MANDATE ARRANGEMENTS (Revision 12)

The List is to operate with effect from 24 April 2008

LIST A

Marc Seale
Niamh O'Sullivan
Roy Dunn
Simon Leicester
Gregory Ross Sampson
Jacqueline Ladds
Richard Houghton
Larissa Foster

LIST B

Dr Anna Van Der Gaag
Peter Douglas
Robert Clegg

Cheques to be signed as follows:

Up to and including £25,000.00	Any 2 signatures from Lists A
Over £25,000.00	Any 1 signature from Lists A & 1 from List B

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 but individual items of payments greater than £25,000.00 should be initialled by a person from List B.

Transfer between Accounts

Other than automatic transfers, transfers between Natwest Accounts (Including Money Market & Corporate Bond Transactions) may be confirmed on the Authority of Marc Seale (Chief Executive) Simon Leicester (Finance Manager) & Manj Cheema (Financial Accountant).

Other Instructions

The Financial Accountant (Manj Cheema) has authority to deal with all HPC accounts on a daily procedural basis; making funds transfers between HPC accounts & Investment deposits.

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

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