

Finance and Resources Committee – Wednesday 6 February 2008

Invoice/Purchase order signatories update

Executive summary and recommendations

Introduction

During the past few months there have been various department reorganisations, which have led to various positions obtaining supervisory responsibilities. Due to these responsibilities additional people need to be added to the invoice signatories list.

Decision

The following additional signatories are requested to be added to the invoice/purchase order signatories list:

- 1 Education Manager (limit £1000)
- 1 Head of Business Process Improvement (limit £8000)
- 1 Hearings Manager (limit £8,000)
- 3 Lead Case Manager (limit £1000 each)

The committee is requested to approve these proposals

Background information

There have been reorganisations in Approvals and Monitoring, Registrations Finance and Fitness to Practice departments. An additional level of 'middle management' has been inserted in these departments and therefore these managers require to be added to the list. As these managers have supervisory roles they will be required to sign off overtime and staff expenses, as well as purchase invoices. By adding these to the list this will also ensure the faster turnaround of purchase orders and invoices.

No managers are able to sign off purchase orders and invoices until they pass their probationary period.

Resource implications

Nil

Financial implications

Nil

Appendices

Appendix 1 – Proposed invoice/purchase order signatories list

Date of paper

23 January 2008

HEALTH PROFESSIONS COUNCIL

INVOICE/PURCHASE ORDER - SIGNATORIES

REVISED 6th February 2008

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

President	>£25k	Anna Van Der Gaag	<input type="text"/>		
Chief Executive & Registrar	<£25k	Marc Seale	<input type="text"/>		
Communications	<£8000	Jacqueline Ladds	<input type="text"/>		
	<£1000	Phillipa Richardson	<input type="text"/>		
	<£1000	Victoria Smyth	<input type="text"/>		
Operations	<£8000	Greg Ross Sampson	<input type="text"/>		
	<£8000	Roy Dunn	<input type="text"/>		
Approvals & Monitoring	<£8000	Abigail Creighton	<input type="text"/>		
	<£1000	Amanda Hargood	<input type="text"/>		
	vacant	<£1000 Education Manager	<input type="text"/>		
Finance	<£8000	Simon Leicester	<input type="text"/>		
	<£1000	Charlotte Milner	<input type="text"/>		
Fitness to Practise	<£8000	Kelly Johnson	<input type="text"/>	Effective 14/04/08	
	<£8000	Eve Seall	<input type="text"/>		
	<£8000	Alison Abodabam	<input type="text"/>		
	<£1000	Merle McKinley-McNair	<input type="text"/>		
	vacant	<£1000	Grant Edgeworth	<input type="text"/>	Effective 7/04/08
		<£1000	Team administrator	<input type="text"/>	
		<£1000	Zoe Maguire	<input type="text"/>	
	vacant	<£1000 Lead Case Manager	<input type="text"/>		
Human Resources	<£8000	Larissa Foster	<input type="text"/>		
Partners	<£8000	Yasmin Hussian	<input type="text"/>		
IT	<£8000	Guy Gaskins	<input type="text"/>	Effective 7/04/08	
	<£1000	Rick Welsby	<input type="text"/>		
Registrations	<£8000	Richard Houghton	<input type="text"/>		
	<£8000	Claire Harkin	<input type="text"/>		
	Vacant	<£8000 Customer Sevices Mgr	<input type="text"/>		
	<£8000	Marianne Lawrence	<input type="text"/>		
Office Services	<£8000	Stephen Hall	<input type="text"/>		
Secretariat	<£8000	Niamh O Sullivan	<input type="text"/>	Effective 19/02/08	
	<£1000	Steve Rayner	<input type="text"/>		
	<£1000	Colin Bendall	<input type="text"/>		
Policy	<£8000	Rachel Tripp	<input type="text"/>		
	<£1000	Michael Guthrie	<input type="text"/>		

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