

Finance and Resources Committee 6 September 2010

Purchase order, Invoice and expenses signatories

Executive summary and recommendations

Introduction

Due to changes in the structure of the fitness to practice department there is a request to have an additional team member added to the up to £1,000 approval list. This increases the number of people in the FTP team able to approve up to £1,000 from 6 to 7.

Decision

To add one additional member of FTP team to the authorisation list following a change in the FTP team structure.

Background information

Changes to the number of people approved to authorise purchase orders, supplier invoices and expenses needs to be approved by Committee. This is a role based activity and only when changes to organisation structure are made is the committee required to approve the changes to the approval list.

Resource implications

Nil

Financial implications

Nil

Appendices

Appendix 1 – Proposed purchase order, invoice and expenses signatories list

Date of paper

2 September 2010

HEALTH PROFESSIONS COUNCIL

PURCHASE ORDER, INVOICE and EXPENSES - SIGNATORIES

REVISED 1st September 2010

The Signatures below are those allowed to authorise purchase orders, invoices & expense claims. The list will be maintained and kept by Finance.

Chair	>£25k	Anna Van Der Gaag	
Chair of Finance and Resources Committee	>£25k	Richard Kennett	
Chief Executive & Registrar	<£25k	Marc Seale	
Communications	<£8000	Jacqueline Ladds	
	<£1000	Vacant	
	<£1000	Mark Potter	
Operations	<£8000	Greg Ross Sampson	
	<£8000	Roy Dunn	
Approvals & Monitoring	<£8000	Abigail Gorringe	maternity leave from 12.02.10
	Acting up	<£8000 Osama Ammar	Effective from 12.02.10
		<£1000 Tracey Samuel-Smith	
	Acting up	<£1000 Paula Lescott	Jul10 to Dec10
Finance	<£8000	Gary Butler	
	<£1000	Charlotte Milner	
Fitness to Practise	<£8000	Kelly Johnson	
	<£8000	Eve Seall	
	<£8000	Alison Abodabam	
	<£1000	Gary Rope	
	<£1000	Corrado Palmas	
	<£1000	Jameel Anweer	
	<£1000	Zoe Maguire	
	<£1000	Sabrina Adams	
	<£1000	Paul Robson	
	<£1000	Ciara O'Dwyer	
Human Resources	<£8000	Teresa Haskins	
Partners	<£8000	Kathryn Neuschafer	

IT	<£8000 Guy Gaskins	
	<£1000 Rick Welsby	
	<£1000 Tyrone Gouldbourne	
Registrations	<£8000 Richard Houghton	
	<£8000 Claire Harkin	
	<£8000 Neil Cohen	
	<£8000 David Waddle	
Office Services	<£8000 Stephen Hall	
Secretariat	<£8000 Louise Hart	
	<£1000 Steve Rayner	
	<£1000 Colin Bendall	
Policy	<£8000 Michael Guthrie	
	<£1000 Charlotte Urwin	

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