

Finance and Resources Committee meeting, 10 September 2013

Purchase order/invoice signatory list

Executive summary and recommendations

Introduction

Following a review of the structure of the Facilities department, a new post of Facilities Supervisor has been created. In order to improve the process of purchase order/invoice authorisation, it is proposed that the post of Facilities Supervisor be added to the purchase order/invoice signatory list with a £1,000 limit. This brings the Facilities department in line with the structure in other departments.

Decision

The Committee is asked to approve the addition of the Facilities Supervisor post to the purchase order/invoice signatory list with a £1,000 limit.

Resource implications

None.

Financial implications

None.

Appendices

Appendix 1 – Revised purchase order/invoice signatory list.

Date of paper

29 August 2012.

HEALTH AND CARE PROFESSIONS COUNCIL

Purchase Orders, Invoices and Expenses - Signatories

REVISED 10 September 2013

The Signatories below are those authorised to authorise purchase orders, invoices & expense claims. The list will be retained by the Finance department together with copies of appropriate signatures.

Chair	>£25k	Chair of Council
Chair of Finance and Resources Committee	>£25k	Council Member
Chief Executive & Registrar	<£25k	Chief Executive
Communications	<£8000 <£1000	Director of Communications Communications Manager
Operations	<£8000 <£8000	Director of Operations Head of Business Process Improvement
Education	<£8000 <£8000 <£1000	Director of Education Head of Education Education Manager
Finance	<£8000 <£1000	Director of Finance Head of Financial Accounting
Fitness to Practise	<£8000 <£8000 <£8000 <£8000 <£1000 <£1000 <£1000 <£1000 <£1000 <£1000 <£1000	Director of FTP Head of Case Management Head of Adjudication Head of Assurance and Development Investigations Manager Scheduling Manager Administration Manager Head of Investigations Adjudication Manager Team Administrator
Human Resources	<£8000 <£1000	Director of HR HR Manager
Partners	<£8000 <£1000	Partners Manager Partner co-ordinator
IT	<£8000 <£1000 <£1000	Director of IT IT Service Support Manager Infrastructure Support Manager
Registrations	<£8000 <£1000	Head of Registration Customer Service Manager
Facilities	<£8000 <£1000	Facilities Manager Facilities Supervisor
Secretariat	<£8000 <£1000	Secretary to Council Secretary to Committees
Policy	<£8000 <£1000	Director of Policy Policy Manager

All amounts over £8000.00 must be signed by the budget holder and Chief Executive & Registrar. Only holders on this list are allowed to Submit requests for companies to be added to the suppliers database.

Purchase Requisition System
DBHA - raise po but not approve
DBH1 - £1000
DBH2 - £8000
DBH3 - £25000
DBH4 - £25000+