

CHEQUE SIGNING

The Executive recommends that Mrs Anne Barnes, the Director of Legal Services, be appointed to the list of Cheque Signatories in place of Ms Giercia Malcolm. Mrs Barnes was formerly a signatory on CPSM cheques and has the advantage of being almost always being readily available in Park House, adjacent to the Finance Department.

A copy of the updated signatory list is appended.

The Committee is asked to approve the recommendation.

HEALTH PROFESSIONS COUNCIL
BANK MANDATE ARRANGEMENTS (Revision 4)

The list is to operate with effect from 13th February 2003.

LIST A	LIST B	LIST C
Marc Seale	Peter Burley Paul Baker Anne Barnes	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.