
Finance and Resources Committee – Thursday 23 April 2009

BANK MANDATE UPDATE

Executive summary and recommendations

Introduction

Decision

The committee is requested to approve the addition of a replacement Bank Mandate (payment) signatory to the Bank Mandate list.

Background information

The existing list of the Bank Mandate signatories is as follows:

List A

Marc Seale

Guy Gaskins

Roy Dunn

Simon Leicester

Gregory Ross Sampson

Jacqueline Ladds

Richard Houghton

Abigail Gorringe

List B

Anna van der Gaag

Peter Douglas

With the recent resignation of Peter Douglas, we propose adding Robert Clegg, Chairman of Finance and Resources Committee, as a List B signatory instead.

There were also two name changes, as two members of staff have got married and therefore changed their surnames.

Resource implications

Nil

Financial implications

Nil

Appendices

Appendix 1 – Bank Mandate Arrangements (Revision 12)

Date of paper

22 April 2009

HEALTH PROFESSIONS COUNCIL
BANK MANDATE ARRANGEMENTS (Revision 12)

The List is to operate with effect from 23rd April 2009

LIST A

LIST B

Marc Seale
Guy Gaskins
Roy Dunn
Simon Leicester
Gregory Ross Sampson
Jacqueline Ladds
Richard Houghton
Abigail Gorringe

Dr Anna Van Der Gaag
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 HPC Natwest Accounts (Including Money Market & Corporate Bond Transactions) may be confirmed on the Authority of Marc Seale (Chief Executive) Simon Leicester (Finance Director) & Manj Dhaliwal (Financial Accountant).

Other Instructions

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

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

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

Date	Ver.	Dep/Cmte	Doc Type	Title	Status	Int. Aud.
2009-04-22	a	FIN	MPR	Bank Mandate 13-April 2009	Final DD None	Confidential RI None