

Finance and Resources Committee 24 November 2011

Purchase order, invoice and expenses signatories

Executive summary and recommendations

Introduction

Due to changes in staff there is a request to update the current purchase, invoice and expenses signatories. To remove the need for the Finance and Resources Committee to approve the list each time a member of staff changes, the list has now been produced on a work function basis as opposed to listing staff names.

Decision

The Committee is requested to approve the work function based authorisation list.

Background information

Changes to the people approved to authorise purchase orders, supplier invoices and expenses needs to be approved by Committee.

In the past this has been role-based and when changes to organisation structure were made, the Committee was required to approve the changes to the approval list. This would apply if a new position was created which fulfilled the same function as an existing role (e.g. an additional team leader role in the Registration department).

It is proposed that the Committee approve the list on a functional basis. A list containing individual authorised staff members and sample signatures will be maintained by the Finance Department.

Resource implications

Nil

Financial implications

Nil

Appendices

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

Date of paper

14 November 2011

HEALTH PROFESSIONS COUNCIL		
Purchase Orders, Invoices and Expenses - Signatories		
REVISED 24th November 2011		
The Signatures 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	Director of Communications
	<£1000	Communication Manager
	<£1000	Stakeholder Communications Manager
Operations	<£8000	Director of Operations
	<£8000	Head of Business Process Improvement
Education	<£8000	Director of Education
	<£8000	Head of Education
	<£1000	Education Manager
Finance	<£8000	Director of Finance
	<£1000	Financial Controller
Fitness to Practise	<£8000	Director of FTP
	<£8000	Head of Case Management
	<£8000	Head of Adjudication
	<£1000	Investigations Manager
	<£1000	Hearings Manager
	<£1000	Administration Manager
	<£1000	Lead Case Manager
	<£1000	Team Administrator
Human Resources	<£8000	Director of HR
Partners	<£8000	Partners Manager
IT	<£8000	Director of IT
	<£1000	IT Service Support Manager
	<£1000	Infrastructure Support Manager
Registrations	<£8000	Head of Registration
	<£1000	Customer Service Manager
Facilities	<£8000	Facilities Manager
Secretariat	<£8000	Secretary to Council
	<£1000	Secretary to Committees
Policy	<£8000	Director of Policy
	<£1000	Policy Manager
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		