

Finance and Resources Committee 11 September 2012

Purchase order/invoice signatory list and bank mandate

Executive summary and recommendations

Introduction

Due to changes in the Fitness to Practise department, two additional posts are required to be added to the purchase order/invoice signatory list, the Head of Assurance and Development (£8,000) and the Scheduling Manager (£1,000). Both are new posts in this financial year. Two additional posts are also required to be added in the HR and Partners department (£1,000).

We also require a new signatory list to be put in place. This is for staff expenses and overtime forms. This signatory list will allow for any staff member who has a direct report to be able to sign their expenses and overtime claims. This is separate from the purchase order/invoice signatory list and they will not be able to authorise purchase orders or invoices.

A change is also required to the bank mandate to enable Daniel Dawit, the Assistant Treasury Account to initiate bank transfers, contact the bank regarding queries and obtain statement information.

Decision

The Committee is asked to agree the following:

1. To approve the additional posts to the purchase order/invoice signatory list
2. To approve the overtime/staff expenses signatories
3. To approve the revised bank mandate

Resource implications

None

Financial implications

None

Appendices

Appendix 1 – Revised purchase order/invoice signatory list

Appendix 2 – Bank mandate

Date of paper

30 August 2012

HEALTH AND CARE PROFESSIONS COUNCIL

Purchase Orders, Invoices and Expenses - Signatories

REVISED 11 September 2012

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	Director of Communications
	<£1000	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	Head of Financial Accounting
Fitness to Practise	<£8000	Director of FTP
	<£8000	Head of Case Management
	<£8000	Head of Adjudication
	<£8000	Head of Assurance and Development
	<£1000	Investigations Manager
	<£1000	Scheduling Manager
	<£1000	Administration Manager
	<£1000	Head of Investigations
	<£1000	Hearings Manager
	<£1000	Team Administrator
Human Resources	<£8000	Director of HR
	<£1000	HR Manager
Partners	<£8000	Partners Manager
	<£1000	Partner co-ordinator
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 and Chief Executive & Registrar
Only holders on this list are allowed to create new suppliers for business

BANK MANDATE ARRANGEMENTS (Revision 17)

Chair: Dr Anna van der Gaag
Chief Executive and Registrar: Marc Seale

The List is to operate with effect from 11 September 2012

LIST A

Marc Seale
Guy Gaskins
Gregory Ross Sampson
Teresa Haskins
Jacqueline Ladds
Abigail Gorringe
Tim Moore

LIST B

Dr Anna Van Der Gaag
Richard Kennett

Cheques, BACS and Chaps payments to be signed/ approved as follows, by individual item value:

Up to and including £50,000.00 Any 2 signatories from List A

Over £50,000.00 Any 1 signatory from List A & 1 from List B

Chaps and BACS payments (including transfers between HCPC accounts held at different banks) need authorisation. The payment of most invoices and payroll is also made by BACS.

The total list of payments must be approved by any 2 from List A but individual items of payments greater than £50,000.00 should be approved by a person from List B.

Transfer between HCPC Accounts

Other than automatic transfers, transfers between HCPC banks accounts (both to accounts within the same bank and transfers between HCPC deposit accounts between any of the banks used by HCPC including Money Market & Corporate Bond Transactions) must be initiated by either (Daniel Dawit) Assistant Treasury Accountant or (Charlotte Milner) Head of Financial Accounting and approved on the Authority of either (Marc Seale) Chief Executive or (Tim Moore) Finance Director and one from list A.

Other Instructions

The (Daniel Dawit) Assistant Treasury Accountant and (Charlotte Milner) Head of Financial Accounting has authority to deal with all HCPC accounts with all of the HCPC banks on a daily procedural basis.

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

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