Health Professions Council Finance & Resources Committee Meeting – 28th July 2006

BANK MANDATE

Executive Summary and Recommendations

1. Introduction

A new revised bank mandate is required, as current is out of date. All signatories will need to re-sign.

2. Decision

The Committee is asked to agree the revised bank mandate (Revision 8)

Background information

Due to procedural changes at Natwest, every time HPC Bank Mandate changes, each change has to be approved by Committee and a new Natwest Bank Mandate will have to be agreed. Due to Elections, Norma Brook will need to be removed from the Mandate and Dr Anna Van Der Gaag to be added.

Resource implications

None

Financial implications

None

Appendices

Bank Mandate (Revision 8) Natwest Bank Mandate

Date of paper

11th July 2006

HEALTH PROFESSIONS COUNCIL

BANK MANDATE ARRANGEMENTS (Revision 8)

The List is to operate with effect from 11th July 2006
LIST A
Marc Seale Dr Anna Van Der Gaag Niamh O'Sullivan John Camp Roy Dunn Simon Leicester Gregory Ross Sampson
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 bi 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 Natwest Accounts (Including Money Market Corporate Bond Transactions) may be confirmed on the Authority of Marc Seale (Chie Executive) Simon Leicester (Finance Manager) & Manj Cheema (Financial Accountant).
Other Instructions
The Financial Accountant (Manj Cheema) has authority to deal with all HPC accounts on a dai procedural basis; making funds transfers between HPC accounts & Investment deposits.
Signature of Chairperson:Name Print ROBERT CLEGG
Signature of Chief Executive:

Club, Society or Unincorporated Body Mandate Please complete this mandate using a BLACK ballpoint pen in BLOCK CAPITALS

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Authorised Signatories Sheet

Club, Society or Unincorporated Body Mandate

Full name of authorised person:
MARC J SEALE
Signature Official Position
CHIEF EXECUTIVE
Full name of authorised person:
Signature Official Position
Signature INFORMATION SERVI
CESDIRECTOR
Full name of authorised person:
JOHN CAMP
Signature Official Position
COUNCIL MEMBER
Full name of authorised person:
ANNA VAN DER GAAG
Signature Official Position
PRESIDENT
Total number of signatories on this sheet 4
The signatures given on this sheet are genuine Total number of signatories on this sheet
Signature of Chairperson of the meeting Signature of Secretary of the meeting
Where additional sheets are used, please specify overall number of authorised signatories submitted:
For Bank/Mandate Centre use only. Guidance Notes must be detached prior to sending to Mandate Centre.
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Verified by Signature ID No
RM Location Phone No
Date of completion



Authorised Signatories Sheet Club, Society or Unincorporated Body Mandate

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