

Finance and Resources Committee 20 November 2007

Bank mandate

Executive summary and recommendations

Introduction

A new revised bank mandate is required, as another bank signatory is required during Jacqueline Ladds maternity leave. All signatories will need to re-sign.

Decision

The Committee is asked to agree the revised bank mandate (Revision 10)

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.

Jacqueline Ladds will be going on maternity leave December 2007, as she is a bank signatory, we will left one signatory, which will effect payments. Larissa Foster should be added to (List A) to continue with operational payment needs.

Resource implications

None

Financial implications

None

Appendices

Bank Mandate (Revision 10)
Natwest Bank Mandate

Date of paper

8th November 2007

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20 November 2007

HEALTH PROFESSIONS COUNCIL

BANK MANDATE ARRANGEMENTS (Revision 10)

The List is to operate with effect from 20th November 2007

LIST A

Marc Seale
Niamh O’Sullivan
Roy Dunn
Simon Leicester
Gregory Ross Sampson
Jacqueline Ladds
Richard Houghton
Larissa Foster

LIST B

Dr Anna Van Der Gaag
Peter Douglas

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 Natwest Accounts (Including Money Market & Corporate Bond Transactions) may be confirmed on the Authority of Marc Seale (Chief 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 daily procedural basis; making funds transfers between HPC accounts & Investment deposits.

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

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