

BANK ACCOUNT SIGNATORIES

Cabinet – 13 November 2014

Report of the: Chief Finance Officer

Status: For Decision

Key Decision: No

Executive Summary: This report seeks approval for a change to the list of Officers authorised to sign cheques and sanction banking instruments on behalf of the Council.

This report supports the Key Aim of Effective Management of Council Resources.

Portfolio Holder Cllr. Ramsay

Contact Officer Roy Parsons, Principal Accountant - Ext 7204

Recommendations to Cabinet:

- a) That Mrs Kathryn Scott, former Technician Accountant, no longer be authorised to sign cheques and sanction banking instruments on behalf of the Council; and
- b) That, pursuant to Finance Procedure Rules 4.73 and 4.74, Miss Joanne Cheeseman, Finance Officer, be authorised to sign cheques and sanction banking instruments on behalf of the Council in respect of all bank accounts other than the Chief Executive's Imprest Account.

Reason for recommendations: As a result of Mrs Scott's departure from the Council, it is now necessary to replace her with another signatory.

Background

- 1 At present, four Officers plus the Chief Executive and Chief Finance Officer are authorised signatories to the Council's bank accounts. The departure of one of the four Officers means that a replacement is required.
- 2 It should be noted that the authority of Mrs Scott to sign cheques etc. was cancelled with the bank immediately upon her departure. Recommendation a) merely formalises this action.

Key Implications

Financial

- 3 There are no financial implications.

Legal Implications and Risk Assessment Statement

- 4 Under Section 151 of the Local Government Act 1972, the Section 151 Officer has statutory duties in relation to the financial administration and stewardship of the authority, including the operation of banking facilities.
- 5 For day to day practical reasons, Officers need to be authorised to sign cheques and sanction banking instruments on behalf of the Council. Failure to have authorised signatories would severely restrict the Council in the way in which it could operate bank accounts and deal with its financial needs.
- 6 Protection is in place by the requirement for two signatories on items over £10,000 (£5,000 for housing benefit and local tax payments).

Equality Impacts

Consideration of impacts under the Public Sector Equality Duty:		
Question	Answer	Explanation / Evidence
a. Does the decision being made or recommended through this paper have potential to disadvantage or discriminate against different groups in the community?	No	The recommendation is concerned with banking activities and does not directly impact upon a service provided to the community.
b. Does the decision being made or recommended through this paper have the potential to promote equality of opportunity?	No	
c. What steps can be taken to mitigate, reduce, avoid or minimise the impacts identified above?		No mitigating steps are required.

Appendices: None

Background Papers: [Constitution of Sevenoaks District Council – Appendix D \(Finance Procedure Rules\)](#)

Adrian Rowbotham
Chief Finance Officer