

BANK ACCOUNT SIGNATORIES

Cabinet – 14 June 2012

Report of the: Deputy Chief Executive and Director of Corporate Resources

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 other banking instruments on behalf of the Council.

This report supports the Key Aim of effective management of Council resources.

Portfolio Holder Cllr. Ramsay

Head of Service Group Manager - Financial Services – Mr Adrian Rowbotham

Recommendations: That

(a) Mrs P Marshall, former Head of Finance and Human Resources, no longer be authorised to sign cheques and other banking instruments on behalf of the Council; and

(b) pursuant to Finance Procedure Rules 4.72 and 4.73, Mrs J Weyman, Service Accountant, be authorised to sign cheques and other banking instruments on behalf of the Council in respect of all bank accounts other than the Chief Executive's Imprest Account.

Background

1. As a result of Mrs Marshall's departure from the Council, it is now necessary to replace her with another authorised signatory. It is proposed that the recently appointed Service Accountant fills this position.
2. It should be noted that the authority of Mrs Marshall to sign cheques etc was cancelled with the bank immediately upon her departure. The recommendation in this report merely formalises this action.

Risk Assessment Statement

3. For day to day practical reasons, Officers need to be authorised to sign cheques and other banking instruments on behalf of the Council. Failure to have authorised signatories would result in the Council being severely restricted in the way it could operate bank accounts and deal with its financial needs. Protection is in place by the requirement for two signatures on items over £10,000 (£5,000 for housing benefit or local tax payments).

Appendices: None

Background Papers: Finance Procedure Rules
Banking mandates

Contact Officer(s): Roy Parsons ext.7204

Dr. Pav Ramewal
Deputy Chief Executive and Director of Corporate Resources