

Decision under Delegated Powers

Officer Requesting Decision

Senior Income Officer

Officer Making the Decision

Section 151 Officer and Chief Executive

Recommendation

To delete Tina Stankley, former Head of Finance & Property Services, as signatory on all the Council's bank accounts with immediate effect and add Karey Barnshaw, Head of Customer Experience and Ian Allwyn, Group Accountant.

Reason

To ensure that the Council's bank accounts can be operated in an efficient and sustainable manner.

Authority for Decision

Section 23.2.1 of the Financial Procedure Rules gives authority to the Section 151 Officer to make all arrangements with the Council's bankers in conjunction with the Chief Executive regarding the Council's bank accounts.

Decision and Date

Agreed

APPROVED

S151 Officer
4 APRIL 2019.

08 APRIL 2019.

Background

Describe the background to the decision.

Tina Stankley resigned from the post of Head of Finance & Property Services with effect from 24 March 2019 and needs to be deleted as a signatory on the Council's bank accounts.

Lesley Tansey, the current Head of Finance and Property Services is already a signatory. The other two signatories are Simon Jackson, Strategic Director of Corporate Services and S.151 Officer and Adrian Ward, Head of Strategic Support.

Whilst most transfers are made electronically and cheques are all pre-printed occasionally, a signature is required to open a cheque where a person does not have a bank account. To cover these eventualities we need additional signatories who are primarily office based and usually available.

In order the we have five signatories on the bank mandate Karey Barnshaw, Head of Customer Experience and Ian Allwyn, Group Accountant have agreed to act as signatory

Financial Implications

None

Risk Management

Risk Identified	Likelihood	Impact	Risk Management Actions Planned
Lack of cheque signatories available, unable to open cheques in emergency situations for benefit claimants.	Possible	Insignificant	Unlikely that none of the five signatories would be available.
Signatories fraudulently alter cheques or other bank documents	Possible	Moderate	All payments are made in line with the Council's Financial Procedure Rules. This involves segregation of duties and review and approval of procedures. Four of the signatories are members of CMT/SMT and the other is a qualified Accountant and all are fully aware of their responsibilities and fiduciary duty to the Council.

Key Decision: No

Background Papers: None

Officer to Contact: Sarah Allen, Ext: 4819
Sarah.Allen@charnwood.gov.uk

