

## Decision under Delegated Powers

### Officer Requesting Decision

Senior Income Officer

### Officer Making the Decision

Section 151 Officer and Chief Executive

### Recommendation

To add Tina Stankley, Head of Finance & Property Services, as signatory on all the Council's bank accounts with immediate effect.

### Reason

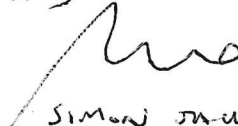
To ensure that the Council's bank accounts can be operated in an efficient and sustainable manner.


### 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

Approved

  
Simon Mason  
S151 officer

  
11/12/18.

### Background

*Describe the background to the decision.*

Tina Stankley was appointed Head of Finance & Property Services with effect from 5 November 2018 and needs to be added as a signatory on the Council's bank accounts. Most bank transfers are made electronically and cheques are all pre-printed. Occasionally, a signature is required to open a cheque, eg for petty cash or a very occasional Benefits cheque where the person does not have a bank account. To cover these eventualities we need four signatories and it needs to be staff who are primarily office based and normally available.

The other three signatories are Simon Jackson, Director of Corporate Services and Section 151 Officer, Adrain Ward, Head of Strategic Support and Lesley Tansey, Group Accountant.

**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 four 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. Three 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