

Wiltshire Council

Council

15 February 2022

Subject: HSBC Bank Mandate

Cabinet Member: Councillor Richard Clewer - Leader of the Council and Cabinet Member responsible for MCI, Economic Development, Heritage, Arts, Tourism and Health & Wellbeing and Interim Cabinet Member responsible for Finance & Procurement, Commissioning and Commercialisation

Key Decision: Non-Key

Executive Summary

As a result of restructure and staff changes, there is a requirement to approve a revision to the HSBC Bank mandate.

Proposal

It is recommended that Council approves the revised HSBC Bank Mandate.

Reason for Proposal

To bring the HSBC Bank Mandate in line with the current Council and Finance Management Structure.

**Terence Herbert
Chief Executive**

**Andy Brown
Corporate Director of Resources and Deputy Chief Executive (S151 Officer)**

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Leader of the Council**

Key Decision: Non-Key

Purpose of Report

1. As a result of restructure and staff changes, there is a requirement to approve a revision to the HSBC Bank mandate.

Relevance to the Council's Business Plan

2. The Council must have robust financial controls in place to secure appropriate stewardship of public funds. Banking arrangements form part of the overall financial control environment.

Background

3. Wiltshire Council has three main bank accounts held with HSBC.
 - County Fund – for all general income and expenditure relating to the operation of the Council
 - Salaries, Wages and Pensions – for all expenditure relating to the Council's payroll
 - Accounts Payable – for all expenditure relating to the payment of the Council's suppliers

Main Considerations for the Council

4. In order to operate the above bank accounts, HSBC requires that the Council authorises a number of key staff, to sign the mandate. On the Council's instruction, authorised signatories are assigned a letter indicating the monetary limit and scope of their authorisation. Due to staff and structure changes these authorised signatories need to be revised.
5. HSBC necessitates that the above changes to the bank mandate require approval by Full Council.
6. Details of the proposed mandate revision are provided in Appendix 1 and these have been considered by Cabinet and recommended for approval by Council.

Overview and Scrutiny Engagement

7. Financial Planning Task Group considered the Financial Year 2021/22 Mid Year Treasury Management Review report on 26 November 2021, and the HSBC Mandate formed part of this report.

Safeguarding Implications

8. None have been identified as arising directly from this report.

Public Health Implications

9. None have been identified as arising directly from this report.

Procurement Implications

10. None have been identified as arising directly from this report.

Equalities Impact of the Proposal

11. None have been identified as arising directly from this report.

Environmental and Climate Change Considerations

12. None have been identified as arising directly from this report.

Risks that may arise if the proposed decision and related work is not taken

13. The Council will not be able to make business critical changes to the HSBC bank mandate, which will affect day to day operations of the banking and treasury functions.

Risks that may arise if the proposed decision is taken and actions that will be taken to manage these risks

14. Risks associated with the signatories on the bank mandate are mitigated through robust audit and governance procedures, including controls such as dual signatories at 'B' level.

Financial Implications

15. These have been examined and are implicit throughout the report.

Legal Implications

16. None have been identified as arising directly from this report.

Workforce Implications

17. None have been identified as arising directly from this report.

Options Considered

18. Day to day operations of the banking and treasury functions will not be able to be performed.

Conclusions

19. As a result of restructure and staff changes, there is a requirement to approve a revision to the HSBC Bank mandate.

Andy Brown

Corporate Director of Resources & Deputy Chief Executive (s151 Officer)

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3 February 2022

Appendices

Appendix 1 HSBC Bank Mandate Revision

Background Papers

Financial Year 2021/22 Mid Year Treasury Management Review report - [Agenda for Cabinet on Tuesday 30 November 2021, 10.00 am | Wiltshire Council](#)

Appendix 1 - HSBC Bank Mandate Revision

1. A Full Council decision is required to ensure the HSBC Bank Account Mandate is changed in accordance with the requirements laid down by HSBC, and robust governance procedures in accordance with the Council's Financial Regulations.
2. On the Council's instruction, authorised signatories are assigned a letter indicating the monetary limit and scope of their authorisation.

Rule	Details	Signatory Type
Signing Cheques	Less than £25k	1 x A signature or 2 x B signature
	Greater than £25k	2 x A signature, or 2 x B signature or 1 x A signature and 1 x B signature
Bank Account	Changes to details, and opening/closing	1 x A signature or 2 x B signature

3. Due to staff changes within the Finance Team, there are no longer any staff currently working at the Council who are authorised as an 'A' signatory, meaning that no changes can be made to bank account and mandate.
4. HSBC have advised officers at the Council, that new and revised signatories can be provided for the mandate.
5. The following officers have been recommended by Andy Brown, Corporate Director of Resources and the Council's section 151 Officer, who has delegated authority for banking arrangements, as set out within the Council's Financial Regulations.

Authority Level	Officer Name	Officer Job Title
A	Lizzie Watkin	Assistant Director of Finance
	Sally Self	Chief Accountant
	Lizzie Watkin – Lithograph*	Assistant Director of Finance
B	Leanne Sykes	Head of Finance – Growth, Investment and Place
	Marie Taylor	Head of Finance – Children's and Education
	Ian Brown	Head of Revenues and Benefits
B (Pensions Only)	Andy Cunningham	Head of Pensions - Administration and Relations
	Jennifer Devine	Head of Pension Fund investment

*lithograph is the printed signature on the cheques

6. The Corporate Director of Resources & Deputy Chief Executive (S151 Officer) and the Chief Executive have not been included as signatories, as they are designated by HSBC to be 'Key Controlling Officers', who are authorised to supply the bank with lists of persons authorised to sign, and act on behalf of the Council.
7. The involvement of Full Council in the authorisation of bank signatories represents good practice and governance by the Council.