

## REPORT TO THE EXECUTIVE

Report No. 8

Date of Meeting	7 June 2007
Title of Report	The Council's Authorised Signatory List
Portfolio	Leader's Responsibilities
Link to Corporate Priorities	None
Key Decision	No
Executive Workplan Ref	B305
Public Report	Yes

### Summary of Report

The Council needs to review its authorised signatory list for its bank accounts and investment portfolios, as a result of staffing changes.

### Officer Recommendations

1. That the Executive authorise the changes to the signatories on the Council's bank accounts and treasury management activities, as detailed at paragraph 3.1, so that the Council approved signatories will now be:

- D. Burbidge - Chief Executive
- L. Bell - Deputy Chief Executive
- S. Pangbourne – Deputy Chief Executive
- P. Barnett - ICT Team Leader
- P. Jeremiah - Monitoring Officer
- E. Orchard - Human Resources Team Leader

In addition, the following officer has approval for setting up treasury transactions that commits the Council, prior to signing:

- P. Mundy – Finance Officer (or a deputy)

Other than those implications agreed with the relevant Officers and referred to below, there are no other implications associated with this report.

Financial Implications	Legal Implications	Community & Environmental Implications	Human Resources Implications	Equality & Diversity Implications
NONE	NONE	NONE	NONE	NONE

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## **1. Introduction**

- 1.1. Staffing changes require that the Council reviews its list of approved Council signatories to its bank accounts and treasury management activities.
- 1.2. Pending the appointment of a permanent Section 151 Officer, several senior officers have been added to the signatory list. In addition, the Finance Officer who carries out the treasury management transactions (prior to signing) has been added to the list.

## **2. Options and Options Appraisal**

- 2.1 Option 1: Approve the Council signatory list as set out in section 3.2 below.
- 2.2 Option 2: Amend the signatory list set out in section 3.2 below.

## **3. Background Information**

### **3.1 Changes to Signatories:**

Remove from approved signatory list the following:

- P. Hawley
- N Fenwick

Add to the signatory list the following:

- D. Burbidge, Chief Executive
- L. Bell, Deputy Chief Executive
- P. Barnett, ICT Team Leader

Add the following officer for approval to set up treasury transactions for signing:

- P. Mundy, Finance Officer (or a Deputy)

### **3.2 If the officer recommendation is agreed, the Council's list of approved signatories for its bank accounts and treasury management activities will be as follows:**

- D. Burbidge - Chief Executive
- L. Bell - Deputy Chief Executive
- S. Pangbourne – Deputy Chief Executive
- P. Barnett - ICT Team Leader
- P. Jeremiah - Monitoring Officer
- E. Orchard - Human Resources Team Leader

In addition, the following officer has approval for setting up treasury transactions for signing:

- P. Mundy – Finance Officer

## **4. Risk Analysis**

- 4.1 Not amending the signatory list would hinder the effective working of the Council. If the officer recommendations are agreed, the risk to the Council is minimised.

<b>Appendices:</b>	• <b>None</b>
<b>Background Documents Used in the Preparation of this Report:</b>	• <b>None</b>

**Previous Decisions Connected with this Report**

<b>Report</b>	<b>Committee &amp; Date</b>	<b>Minute Reference</b>
Signatories to the Council's Bank Accounts and Investment Portfolios	Executive, October 2006	E61