

<b>REPORT TO THE EXECUTIVE</b>		Report No. 9
<b>Date of Meeting</b>	13 <sup>th</sup> March 2008	
<b>Title of Report</b>	The Council's Authorised Signatory List	
<b>Portfolio</b>	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

**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. McGregor – Head of Finance and Resources**
- **N. Hatton – Chief Financial Accountant**
- **C. Thomas – Chief Management Accountant**
- **P. Barnett - ICT Team Leader**
- **P. Jeremiah - Monitoring Officer**
- **E. Orchard - Human Resources Team Leader**

**In addition, the following officers have approval for setting up treasury transactions that commits the Council, prior to signing:**

- **P. Mundy – Finance Officer**
- **S. Manley – Systems Manager**

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. Given the appointment of a permanent Section 151 Officer and other changes to senior staff, it has now become necessary to change the list of authorised signatories.

## 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 individual from 1<sup>st</sup> April 2008:

- S. Pangbourne – Deputy Chief Executive

Add to the signatory list the following:

- C. Thomas – Chief Management Accountant
- N. Hatton – Chief Financial Accountant

### 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. McGregor – Head of Finance and Resources
- N. Hatton – Chief Financial Accountant
- C. Thomas – Chief Management Accountant
- P. Barnett - ICT Team Leader
- P. Jeremiah - Monitoring Officer
- E. Orchard - Human Resources Team Leader

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

### Previous Decisions Connected with this Report

Report	Committee & Date	Minute Reference
Signatories to the Council's Bank Accounts and Investment Portfolios	Executive, October 2006	E61
The Council's Authorised Signatory List	Executive, June 2007	E9