

Item: 9

Policy and Resources Committee: 27 November 2018.

Orkney Islands Council – Cheque Signatories.

Report by Head of Finance.

1. Purpose of Report

To consider updating the Council's Authorised Cheque Signatory List with the Royal Bank of Scotland.

2. Recommendations

The Committee is invited to note:

2.1.

That changes within the staff establishment of the Finance Service has impacted on the availability of cheque signatories for the Council.

2.2.

That, in order to amend the operating mandate, the Royal Bank of Scotland requires a minuted decision of the Council.

It is recommended:

2.3.

That Council's list of authorised signatories be approved as:

- Gareth Owen Waterson.
- Colin Elliot Kemp.
- Paul Mosley Kemp.
- Leslie Rendall.
- Shonagh Marie Merriman.

2.4.

That the Head of Finance should submit a new operating mandate to the Royal Bank of Scotland to advise of the amendment set out above.

3. Cheque Signatories

3.1.

The present list of approved signatories for the Council's bank accounts is as follows:

- Gareth Owen Waterson.
- Colin Elliot Kemp.
- Kenny Low.
- Leslie Rendall.
- Paul Mosley Kemp.

3.2.

In light of recent staffing changes within the Finance Service, an amendment to the list of authorised signatories is necessary.

3.3.

Whenever any changes are required, The Royal Bank of Scotland, the Council's principal bankers, require a formal list from the Council of those individuals who are authorised to sign cheques, which requires to be supported by a minute of a meeting of the Council.

3.4.

It is proposed that the list of approved signatories for the Council's bank accounts be affirmed as follows:

- Gareth Owen Waterson, Head of Finance.
- Colin Elliot Kemp, Corporate Finance Senior Manager.
- Paul Mosley Kemp, Strategic Finance Manager.
- Leslie Rendall, Revenues Manager.
- Shonagh Marie Merriman, Accounting Manager (Corporate Finance).

3.5.

All of the above signatories will be authorised to sign cheques up to £20,000, with cheques over £20,000 requiring signature by any two authorised persons.

4. Corporate Governance

This report relates to the Council complying with its governance and financial processes and procedures and therefore does not directly support and contribute to improved outcomes for communities as outlined in the Council Plan and the Local Outcomes Improvement Plan.

5. Financial Implications

The financial implications are contained in the body of the report.

6. Legal Aspects

There are no direct implications arising from the recommendations of this report.

7. Contact Officer

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