

EAST SUSSEX FIRE AND RESCUE SERVICE

Meeting Fire Authority

Date 9 June 2022

Title of Report Banking Arrangements – changes to authorised signatories

By Duncan Savage, Assistant Director Resources / Treasurer

Lead Officer Duncan Savage, Assistant Director Resources / Treasurer

Background Papers Fire Authority 6 June 2013 – Authorised Banking Arrangements

Appendices None

Implications

CORPORATE RISK		LEGAL	
ENVIRONMENTAL		POLICY	
FINANCIAL	✓	POLITICAL	
HEALTH & SAFETY		OTHER (please specify)	
HUMAN RESOURCES		CORE BRIEF	

PURPOSE OF REPORT To agree changes to the list of authorised signatories to the Authority's bank accounts.

EXECUTIVE SUMMARY The Authority's financial regulations prescribe that cheques drawn on the Authority's main banking accounts are to bear the pre-printed signature of the Treasurer, or be signed by them or other authorised officers.

The other officers currently authorised are: Chief Fire Officer & Chief Executive; Deputy Chief Fire Officer; Treasurer; Head of Accounts and Pensions (ESCC); Head of Financial Planning (ESCC); Finance Manager (Systems and Accounts) (ESCC).

Due to changes in staff and structures at both the Authority and the County Council it is proposed that the list of signatories is updated as follows: Assistant Director Resources / Treasurer (Duncan Savage); Chief Fire Officer & Chief Executive (Dawn Whittaker); Deputy Chief Fire Officer (David Norris); Finance Manager (Alison Avery); Principal Accountant Treasury & Taxation (Haley Woollard) (Orbis);

Principal Accountant Financial Accounting (Jo Membury)
(Orbis).

Cheques over the value of £500,000 must be signed by two signatories at least one of which must be an employee of the Authority.

As cheque signatories these officers are also authorised to sign NatWest bank forms relating to day to day banking activities.

RECOMMENDATION

The Authority is recommended to approve the updated list of officers authorised to sign cheques on behalf of the Fire Authority.
