

REPORT SUMMARY SHEET

Meeting: Date:	Trust Board meeting 12 th June 2019
Title:	Bank of Ireland Mandate
Lead Director:	Director of Finance, Procurement and Estates
Corporate Objective:	Best Use of Resources
Purpose:	Approval
Summary of Key Issues for Trust Board	
<u>High level context:</u> To update the banking mandate for the Trust following changes in Trust personnel. These arrangements must be presented to Trust Board for approval in accordance with Section 6 of the Standing Financial Instructions for the Trust.	
<u>Key issues/risks for discussion:</u> Delegation of authority to appropriate senior staff. Mechanism for advising Bank about changes in authorised cheque signatories in the future.	
<u>Summary of SMT challenge/discussion:</u> N/A	
<u>Internal/External engagement:</u> Director Finance, Procurement and Estates Named staff	
<u>Human Rights/Equality:</u> N/A	

BANK MANDATE – TRUST BOARD BRIEFING PAPER

12 June 2019

Introduction

The last Bank Mandate which was approved by SHSCT Trust Board was completed in September 2015. Changes to cheque signatories were subsequently notified to Bank of Ireland in writing in accordance with the Mandate. Bank of Ireland has now advised that an updated Mandate is required given senior personnel changes in SHSCT in the intervening years.

Business Account Mandate

The Business Account Mandate is included at Section 4 of the attached application form. The proposed cheque signatories are listed in Appendix 1 and the process for notification of changes in cheque signatories is described in Appendix 2.

Action

The Trust Board is requested to:

- Pass the Resolution as per Section 4 and Appendices 1 and 2, and
- SHSCT's Chair to sign Section 4.

Section 4b will then be completed with personal details and sample signatures of all approved cheque signatories and submitted to Bank of Ireland.

Appendices to SHSCT Bank Mandate 12 June 2019

Non Standard Signing Arrangements

Any two of the following signatories are authorised to sign cheques drawn on
SHSCT's Principal bank account:

Helen O'Neill
Alison Rutherford
Caroline Doyle
Fiona Jones
Helen O'Hare
Anita Walsh
Paula Smyth
Lesley Anne Murdock
Jim Crozier

Any two of the following signatories are authorised to sign cheques drawn on
SHSCT's Charitable Funds and Patients Private Property bank accounts:

Helen O'Neill
Alison Rutherford
Caroline Doyle
Fiona Jones
Helen O'Hare
Anita Walsh
Paula Smyth
Lesley Anne Murdock
Jim Crozier
Simon Gibson
Barry Conway
Tracy Hull (Boyce)

Appendices to SHSCT Bank Mandate 12 June 2019

Notification of Changes in Authorised Cheque Signatories

The Bank will be supplied with a list of officials authorised to sign cheques in accordance with the Mandate for approval by Trust Board at its meeting on 12th June 2019, together with their specimen signatures.

Any subsequent addition of an authorised cheque signatory, which may occur from time to time, will be notified to the Bank in writing, signed by the Director of Finance and Corporate Financial Accountant.

Any subsequent removal of an authorised cheque signatory, which may occur from time to time, will be notified to the Bank in writing, signed by the Corporate Financial Accountant.