
Report To:	Inverclyde Council	Date:	29 September 2016
Report By:	Chief Financial Officer	Report No:	FIN/83/16/AP/LA
Contact Officer:	Alan Puckrin	Contact No:	01475 712223
Subject:	Proper Officers – Authorised Signatories		

1.0 PURPOSE

- 1.1 The purpose of this report is to request that the Council appoints the Finance Manager (Social Care), Finance Manager (Education & Exchequer) and Finance Manager (Environment & Technical) as Proper Officers of the Council and as Authorised Signatories for the purpose of signing Summary Warrants

2.0 SUMMARY

- 2.1 In the Council's Scheme of Delegation to Officers, the Chief Executive and the Chief Financial Officer are appointed as Proper Officers of the Council with authority to sign Summary Warrants on behalf of the Council.
- 2.2 In order to assist with practical issues and to ensure that there are formal representatives of these Officers available to sign such formal documents, arrangements should be made to have Proper Officers who are able to sign Summary Warrants in any absence of the Chief Executive and the Chief Financial Officer.
- 2.3 This report requests that the Finance Manager (Social Care), Finance Manager (Education & Exchequer) and Finance Manager (Environment & Technical) be appointed as Proper Officers.

3.0 RECOMMENDATION

- 3.1 It is recommended that the Council appoint the Finance Manager (Social Care), Finance Manager (Education & Exchequer) and Finance Manager (Environment & Technical) as Proper Officers of the Council as defined by Section 235(3) of the Local Government (Scotland) Act 1973, with authority in the absence of the Chief Financial Officer to sign Summary Warrants.

4.0 BACKGROUND

- 4.1 The Council may appoint Officers of the Council as Proper Officers, as defined by Section 235(3) of the Local Government (Scotland) Act 1973, for specified purposes. In the Scheme of Delegation to Officers the Chief Executive and Chief Financial Officer are appointed as Proper Officers of the Council with authority to sign Summary Warrants.
- 4.2 As a practical issue, it is of assistance to have substitute Officers available to sign such documentation in case of the absence of the Chief Executive and the Chief Financial Officer. It is proposed within this report that Angela Edmiston, Craig Given and Matt Thomson, as the current officers holding the positions outlined in Paragraph 1.1, be formally appointed by the Council as Proper Officers for the sole purpose of signing Summary Warrants.

5.0 IMPLICATIONS

5.1 Finance

One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report	Virement From	Other Comments
n/a	n/a	n/a	n/a	n/a	n/a

Annually Recurring Costs/(Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact	Virement From (If Applicable)	Other Comments
n/a	n/a	n/a	n/a	n/a	n/a

Legal

- 5.2 The Head of Legal & Property Services supports the action proposed.

Human Resources

- 5.3 Nil.

Equalities

- 5.4 Nil.

Repopulation

- 5.5 Nil.

6.0 CONSULTATIONS

- 6.1 None.

7.0 BACKGROUND PAPERS

- 7.1 None.