

WIRRAL COUNCIL

PENSIONS COMMITTEE

19 SEPTEMBER 2011

SUBJECT:	BANK AND OTHER AUTHORISED SIGNATORIES
WARD/S AFFECTED:	ALL
REPORT OF:	DIRECTOR OF FINANCE
RESPONSIBLE PORTFOLIO HOLDER:	
KEY DECISION	NO

1.0 EXECUTIVE SUMMARY

- 1.1 This report sets out proposed changes to authorised signatories at Merseyside Pension Fund, following the completion of the restructuring.
- 1.2 The report describes the different requirements for different institutions and functions, including the banks, custodian, and overseas pensions payment agent, as well as the granting of power of attorney where appropriate.
- 1.3 The report also refers to operational decisions regarding authorised signatories for other transactions and procedures, by officers nominated by the Director of Finance. This report avoids doubt by organisations undertaking due diligence on MPF as an investee company or as a financial services provider, or for overseas jurisdiction.

2.0 RECOMMENDATIONS

- 2.1 That the following officers be authorised to open, close and amend bank accounts, authorise instructions for the payment of benefits and for investment transactions, for the accounts with the bankers (Royal Bank of Scotland), with the Global Custodian (State Street), and with other financial institutions for the purpose of making and redeeming deposits, "open" cheques, and counter sign cheques over £10,000:

Director of Finance
Deputy Director of Finance
Head of Financial Services
Head of Benefits, Revenues
and Customer Services
Head of IT Services
Head of Support Services
Principal Pensions Officer
Members Services Manager
Members Services Manager
Operations Manager
Group Accountant

Ian E. Coleman
David L.H. Taylor-Smith
Thomas W. Sault

Malcolm J. Flanagan
Geoffrey W. Paterson
Michael J. Fowler
Yvonne M. Caddock
Margaret M Rourke
Susan J. Roberts
Guy W. Hayton
Donna S. Smith

- 2.2 That Members confirm that the following officers have powers to authorise investment decisions and relevant documentation, but not to authorise the transfer of money:

Head of Pension Fund
Senior Investment Manager
Investment Manager

Peter J. Wallach
Leyland K. Otter
Patrick G. Dowdall

- 2.3 That Members note that, for the purposes of due diligence verification, Patrick G. Dowdall, Investment Manager, is designated an authorised officer.
- 2.4 That Members confirm, for the avoidance of doubt, that the Director of Finance can designate officers of MPF to exercise powers of attorney on behalf of MPF and Wirral Metropolitan Borough Council, which, from 1 July 2011, requires two of the following officers:

Head of Pension Fund
Senior Investment Manager
Principal Pensions Officer
Investment Manager

Peter J. Wallach
Leyland K. Otter
Yvonne M. Caddock
Patrick G. Dowdall

3.0 REASON FOR RECOMMENDATIONS

- 3.1 The bank signatories were last approved by the Pensions Committee on 27 June 2011. At that stage, two appointments to the new structure were still outstanding. Subsequently Donna Suzanne Smith has been appointed as Group Accountant and Susan Jean Roberts has been appointed as Members Services Manager.

4.0 BACKGROUND AND KEY ISSUES

- 4.1 The current approved signatories to the Royal Bank of Scotland and State Street accounts are:-

Director of Finance	Ian E. Coleman
Deputy Director of Finance	David L.H. Taylor-Smith
Head of Financial Services	Thomas W. Sault
Head of Benefits, Revenues and Customer Services	Malcolm J. Flanagan
Head of IT Services	Geoffrey W. Paterson
Head of Support Services	Michael J. Fowler
Principal Pensions Officer	Yvonne M. Caddock
Members Services Manager	Margaret M Rourke
Operations Manager	Guy W. Hayton

- 4.2 For the accounts with the bankers (Royal Bank of Scotland) and the Global Custodian (State Street) approval is requested for the following signatories:-

Director of Finance	Ian E. Coleman
Deputy Director of Finance	David L.H. Taylor-Smith
Head of Financial Services	Thomas W. Sault
Head of Benefits, Revenues and Customer Services	Malcolm J. Flanagan
Head of IT Services	Geoffrey W. Paterson
Head of Support Services	Michael J. Fowler
Principal Pensions Officer	Yvonne M. Caddock
Members Services Manager	Margaret M Rourke
Members Services Manager	Susan J. Roberts
Operations Manager	Guy W. Hayton
Group Accountant	Donna S. Smith

- 4.3 These responsibilities will include powers to open, close and amend bank accounts, authorise instructions for the payment of benefits and for investment transactions, for the accounts with the bankers (Royal Bank of Scotland), and with the Global Custodian (State Street), and with other financial institutions for the purpose of making and redeeming deposits, "open" cheques, and counter sign cheques over £10,000:

- 4.4 For reasons of internal control, officers are empowered to authorise investment decisions and relevant documentation, but without powers to authorise the transfer of monies:

Head of Pension Fund	Peter J. Wallach
Senior Investment Manager	Leyland K. Otter
Investment Manager	Patrick G. Dowdall

- 4.5 Other officers can make investment decisions up to their limits as specified in the Compliance Manual. Following the staffing changes, an updated version of the Compliance Manual should be presented to the Pensions Committee in November 2011.

- 4.6 Authorisation of the routine monthly pension payroll is subject to separate internal arrangements by personnel nominated under the operational responsibilities of the Director of Finance. These cover both the release of the monthly domestic BACSTEL payments and the release via Citi bank of the payment of pensions overseas.
- 4.7 On 27 June 2011, Pensions Committee confirmed that the Director of Finance can designate officers of MPF to exercise powers of attorney, with a minimum of two signatures from four designated officers and that the following officers shall have such powers:

Head of Pension Fund
Senior Investment Manager
Principal Pensions Officer
Investment Manager

Peter J. Wallach
Leyland K. Otter
Yvonne M. Caddock
Patrick G. Dowdall

- 4.8 Investee companies, financial services providers and overseas jurisdictions perform due diligence work on MPF as an investor organisation. To facilitate the provision of relevant information, it is proposed that in addition to those mentioned in paragraph 4.2 above, the following officer can duly certify:

Investment Manager

Patrick G. Dowdall

5.0 RELEVANT RISKS

- 5.1 Without the appropriate number of authorising officers, there is a risk of delayed settlement of trades. This could manifest itself both as financial risk, as there could be a cost to delayed settlement, and as a reputational risk to MPF in financial markets.

6.0 OTHER OPTIONS CONSIDERED

- 6.1 The option of operating with fewer authorisers, would increase the dangers of transactions in financial markets not settling in a timely manner due to delays in their authorisation.

7.0 CONSULTATION

- 7.1 No consultation took place with other organisations or stakeholders.

8.0 IMPLICATIONS FOR VOLUNTARY, COMMUNITY AND FAITH GROUPS

- 8.1 None arising from this report.

9.0 RESOURCE IMPLICATIONS: FINANCIAL; IT; STAFFING; AND ASSETS

- 9.1 There are no additional resource implications in this proposal.

10.0 LEGAL IMPLICATIONS

- 10.1 None arising from this report.

11.0 EQUALITIES IMPLICATIONS

11.1 None arising from this report.

11.2 Equality Impact Assessment (EIA)

(a) Is an EIA required? No

12.0 CARBON REDUCTION IMPLICATIONS

12.1 There are none within these proposals for change,

13.0 PLANNING AND COMMUNITY SAFETY IMPLICATIONS

13.1 None arising from this report.

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APPENDICES

None

REFERENCE MATERIAL

List of Authorised Signatories as at 1 April 2011

SUBJECT HISTORY (last 3 years)

Council Meeting	Date
Pensions Committee	27 June 2011
Pensions Committee	29 March 2011
Cabinet	17 March 2011
Pensions Committee	22 September 2009
Pensions Committee	18 June 2009