


Service/Name	Orders up to £	Invoices up to £	Travel Claims	Sickness / Holiday	Flexi / OT / Timesheets	Appmts & Variations	2nd Sig.on cheques	BACS & CHAPS Authorisation**	Internal Bank Transfers	Bank Corresp.	Urgent Cheques	Petty Cash Journals	Signature	Initials
<b>Chief Finance Officer</b>														
Karen Iveson	10,000,000	10,000,000	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes		
<b>Head of Finance</b>														
Peter Williams	500,000	500,000	N/A	N/A	N/A	N/A	Yes	Yes	Yes	Yes	Yes	No	Yes	
<b>Finance - Accountant</b>														
Kevin Ross	0	0	N/A	N/A	N/A	N/A	Yes	Yes	Yes	Yes	Yes	No	Yes	
Michelle Oates	0	0	N/A	N/A	N/A	N/A	Yes	Yes	Yes	Yes	Yes	No	Yes	
<b>Directors</b>														
Suzan Harrington	500,000	500,000	Yes	Yes	Yes	Yes	N/A	N/A	N/A	N/A	N/A	Yes	Yes	
	500,000	500,000	Yes	Yes	Yes	Yes	N/A	N/A	N/A	N/A	N/A	Yes	Yes	
<b>Solicitor to the Council</b>														
Alison Hartley eff 23/9/19	100,000	100,000	Yes	Yes	Yes	Yes	N/A	N/A	N/A	N/A	N/A	Yes	Yes	
<b>Head of Service</b>														
Julian Rudd	100,000	100,000	Yes	Yes	Yes	Yes	N/A	N/A	N/A	N/A	N/A	Yes	Yes	
	400,000	400,000	Yes	Yes	Yes	Yes	N/A	N/A	N/A	N/A	N/A	Yes	Yes	
Keith Cadman	400,000	400,000	Yes	Yes	Yes	Yes	N/A	N/A	N/A	N/A	N/A	Yes	Yes	
Stuart Robinson *	400,000	400,000	Yes	Yes	Yes	Yes	N/A	N/A	N/A	N/A	N/A	Yes	Yes	
Marin Grainger	100,000	100,000	Yes	Yes	Yes	Yes	N/A	N/A	N/A	N/A	N/A	Yes	Yes	
	100,000	100,000	Yes	Yes	Yes	Yes	N/A	N/A	N/A	N/A	N/A	Yes	Yes	

\*\* Includes Accounts Payable system BACS transmissions and manual BACS / CHAPS payments on Barclays

\* Includes Payroll sign off

**Approved**

Chief Executive

Date

Director of Corporate Services & Commissioning

Date

Chief Finance Officer

Date

Director of Economic Development Regeneration & Place Date

**Other Duties**

**Peter Williams - Head Of Finance**

Treasury Management duties in accordance with Treasury Management Policy

Authorisation of electronic CHAPS/BACS payments via bankline

Authorisation of electronic SDC Inter Account Transfers via bankline

2nd Signature On Cheques

Transfer Of Payments

Bank Correspondence

Urgent Cheques

Service/Name	Operational Services	Orders up to £	Invoices up to £	Travel Claims	Sickness / Holiday	Flexi / OT / Timesheets	Appmts & Variations	2nd Sig.on cheques	BACS & CHAPS Authorisation**	Internal Bank Transfers	Bank Corresp.	Urgent Cheques	Petty Cash	Journals	Signature	Initials
<b>Post</b>	<b>Name</b>															
<b>Service Managers</b>																
Housing	Sarah Thompson	100,000	100,000	Yes	Yes	Yes	Yes	N/A	N/A	N/A	N/A	N/A	Yes	Yes		
Operational Services	Drew Fussey	50,000	50,000	Yes	Yes	Yes	Yes	N/A	N/A	N/A	N/A	N/A	Yes	Yes		
<b>Team Leaders</b>																
Customer Services	Allison Heap	10,000	10,000	Yes	Yes	Yes	No	N/A	N/A	N/A	N/A	N/A	Yes	Yes		
Taxation, Benefits & Debt		5,000	5,000	Yes	Yes	Yes	No	N/A	N/A	N/A	N/A	N/A	Yes	Yes		
Environmental Health	Wayne Palmer	5,000	5,000	Yes	Yes	Yes	No	N/A	N/A	N/A	N/A	N/A	No	Yes		
Housing Support	Helen McNeil**	5,000	5,000	Yes	Yes	Yes	No	N/A	N/A	N/A	N/A	N/A	Yes	Yes		
Private Sector Housing		40,000	40,000	Yes	Yes	Yes	No	N/A	N/A	N/A	N/A	N/A	Yes	Yes		
Housing Tenant Services	Dominic Richardson	5,000	5,000	Yes	Yes	Yes	No	N/A	N/A	N/A	N/A	N/A	No	Yes		
Asset Strategy & Development Manager	Sarah Murphy	50,000	50,000	Yes	Yes	Yes	No	N/A	N/A	N/A	N/A	N/A	No	Yes		
Property Management	Phil Hiscott	250,000	250,000	Yes	Yes	Yes	Yes	N/A	N/A	N/A	N/A	N/A	Yes	Yes		
<b>Supervisors</b>																
Council Tax & Debt Supervisor	Vanessa Henley	10,000	10,000	Yes	Yes	Yes	No	N/A	N/A	N/A	N/A	N/A	No	Yes		
Benefits and Taxation Officer	Stacey Carter	10,000	10,000	Yes	Yes	Yes	No	N/A	N/A	N/A	N/A	N/A	No	Yes		
Benefits Supervisor	Helen Holland	5,000	5,000	Yes	Yes	Yes	No	N/A	N/A	N/A	N/A	N/A	No	No		
NNDR Supervisor		5,000	5,000	Yes	Yes	Yes	No	N/A	N/A	N/A	N/A	N/A	No	No		
Community Support (lifeline) Supervisor	Vicky Liddle	5,000	5,000	Yes	Yes	Yes	No	N/A	N/A	N/A	N/A	N/A	No	No		
Asset Improvement Manager	Sean Smith	10,000	125,000	Yes	Yes	Yes	No	N/A	N/A	N/A	N/A	N/A	Yes	Yes		
Property Maintenance Manager	Ian Bury	10,000	10,000	No	No	No	No	N/A	N/A	N/A	N/A	N/A	Yes	No		
Env Health Team Leader	Ben Hymers	5,000	5,000	Yes	Yes	Yes	No	N/A	N/A	N/A	N/A	N/A	Yes	No		
Business Support Supervisor - Finance & Admin	Kirsty Rowe	5,000	5,000	Yes	Yes	Yes	No	N/A	N/A	N/A	N/A	N/A	No	No		
Business Support Supervisor - Finance & Admin	Lesley Mosey	5,000	5,000	Yes	Yes	Yes	No	N/A	N/A	N/A	N/A	N/A	No	No		
Acess Selby Supervisor	Claire Hilditch	5,000	5,000	Yes	Yes	Yes	No	N/A	N/A	N/A	N/A	N/A	No	No		
Senior Enforcement Officer	Alison Beaumont	5,000	5,000	Yes	Yes	Yes	No	N/A	N/A	N/A	N/A	N/A	No	No		
Nieghbourhood Officer Supervisor	Christine Morton	5,000	5,000	Yes	Yes	Yes	No	N/A	N/A	N/A	N/A	N/A	No	No		CM
Housing Option Supervisor	Vicky Stoker	5,000	5,000	Yes	Yes	Yes	No	N/A	N/A	N/A	N/A	N/A	Yes	No		
Housing and Tenancy Fraud	Vanessa Crane	5,000	5,000	Yes	Yes	Yes	No	N/A	N/A	N/A	N/A	N/A	No	No		

\*\* Includes Write Offs up to £1000

**Approved**  
**Director of Corporate Services & Commisioning**

Date

**Head of Operational Services**

Date

Service/Name	Business Development & Improvement	Orders up	Invoices up	Travel	Sickness /	Flexi / OT /	Apptms &	2nd Sig.on	BACS & CHAPS	Internal Bank	Bank	Urgent	Petty	Signature	Initials
		to £	to £	Claims	Holiday	Timesheets	Variations	cheques	Authorisation**	Transfers	Corresp.	Cheques	Cash		
<b>Post Service Managers</b>	<b>Name</b>														
Communications & Marketing		50,000	50,000	Yes	Yes	Yes	Yes	N/A	N/A	N/A	N/A	N/A	Yes	Yes	
Business Transformation and ICT	Vacant	50,000	50,000	Yes	Yes	Yes	Yes	N/A	N/A	N/A	N/A	N/A	Yes	Yes	
<b>Team Leaders</b>															
Data & Systems	Chris Smith	40,000	40,000	Yes	Yes	Yes	No	N/A	N/A	N/A	N/A	N/A	No	Yes	
Business Transformation (ICT)		10,000	10,000	Yes	Yes	Yes	No	N/A	N/A	N/A	N/A	N/A	No	Yes	
Business Transformation	Gillian Bruce	5,000	5,000	Yes	Yes	Yes	No	N/A	N/A	N/A	N/A	N/A	No	Yes	
Digital Transformation Officer		5,000	5,000	Yes	Yes	Yes	No	N/A	N/A	N/A	N/A	N/A	No	Yes	
Senior Policy & Performance		5,000	5,000	Yes	Yes	Yes	No	N/A	N/A	N/A	N/A	N/A	No	Yes	
Senior HR		5,000	5,000	Yes	Yes	Yes	No	N/A	N/A	N/A	N/A	N/A	No	Yes	
HR Officer	Stuart Pashley	25,000	0	No	No	No	No	N/A	N/A	N/A	N/A	N/A	No	Yes	

\*\* Includes Accounts Payable system BACS transmissions and manual BACS / CHAPS payments on Barclays

**Approved**

**Director of Corporate Services & Commisioning**

**Date**

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**Head of Business Development & Improvement**

**Date**

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Service/Name	Commissioning, Contracts & procurement	Orders up	Invoices up	Travel	Sickness /	Flexi / OT /	Appmts &	2nd Sig.on	BACS & CHAPS	Internal Bank	Bank	Urgent	Petty	Signature	Initials
		to £	to £	Claims	Holiday	Timesheets	Variations	cheques	Authorisation**	Transfers	Corresp.	Cheques	Cash		
<b>Post</b>	<b>Name</b>														
<b>Service Managers</b>															
N/A															
<b>Team Leaders</b>															
Contracts	Aimi Brookes	400,000	400,000	Yes	Yes	Yes	No	N/A	N/A	N/A	N/A	N/A	No	Yes	63
Commissioning & Procurement	Caroline Sampson Paver	400,000	400,000	Yes	Yes	Yes	No	N/A	N/A	N/A	N/A	N/A	No	Yes	CSP
Contracts	Heather Chew	50,000	25,000	Yes	Yes	Yes	No	N/A	N/A	N/A	N/A	N/A	Yes	Yes	HChew

\*\* Includes Accounts Payable system BACS transmissions and manual BACS / CHAPS payments on Barclays

**Approved**

**Director of Corporate Services & Commissioning**

**Date**

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**Head of Commissioning, Contracts & Procurement**

**Date**

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**SELBY DISTRICT COUNCIL DELEGATED AUTHORITY REGISTER - With Effect from 1 April 2022**

Service/Name	Planning	Orders up	Invoices up	Travel	Sickness /	Flexi / OT /	Appmts &	2nd Sig.on	BACS & CHAPS	Internal Bank	Bank	Urgent	Petty	Signature	Initials
		to £	to £	Claims	Holiday	Timesheets	Variations	cheques	Authorisation**	Transfers	Corresp.	Cheques	Cash		
<b>Post</b>	<b>Name</b>														
<b>Service Managers</b>															
Planning Development	Hannah Blackburn	50,000	50,000	Yes	Yes	Yes	Yes	N/A	N/A	N/A	N/A	N/A	Yes	Yes	HB
Planning Policy	Caroline Skelly	50,000	50,000	Yes	Yes	Yes	Yes	N/A	N/A	N/A	N/A	N/A	Yes	Yes	CS
Licensing Manager	Sharon Cousins	50,000	50,000	Yes	Yes	Yes	Yes	N/A	N/A	N/A	N/A	N/A	Yes	Yes	
<b>Team Leaders</b>															
Principal Planning Officer	VACANT	5,000	5,000	No	Yes	Yes	No	N/A	N/A	N/A	N/A	N/A	No	Yes	
Principal Planning Officer	Kelly Sweeney	5,000	5,000	No	Yes	Yes	No	N/A	N/A	N/A	N/A	N/A	No	Yes	
Principal Planning Officer	Fiona Ellwood	5,000	5,000	Yes	Yes	Yes	No	N/A	N/A	N/A	N/A	N/A	No	Yes	
Principal Planning Officer	Yvonne Naylor	5,000	5,000	Yes	Yes	Yes	No	N/A	N/A	N/A	N/A	N/A	No	Yes	Y.Naylor
Planning Performance Officer	Francine Wells	5,000	5,000	Yes	Yes	Yes	No	N/A	N/A	N/A	N/A	N/A	No	Yes	FEWells
Senior Planning Support Officer	Kayley Taylor	5,000	5,000	Yes	Yes	Yes	No	N/A	N/A	N/A	N/A	N/A	No	Yes	K Taylor
Principal Planning Policy Officer	Helen Gregory	5,000	5,000	Yes	Yes	Yes	No	N/A	N/A	N/A	N/A	N/A	No	Yes	Helen Gregory HG
Principal Planning Policy Officer	Clare Dickinson	5,000	5,000	Yes	Yes	Yes	No	N/A	N/A	N/A	N/A	N/A	Yes	Yes	C. Dick
Principal Planning Policy Officer	Richard Welch	5,000	5,000	Yes	Yes	Yes	No	N/A	N/A	N/A	N/A	N/A	Yes	Yes	RWelch
Principal Planning Enforcement	Rachel Robinson	5,000	5,000	Yes	Yes	Yes	No	N/A	N/A	N/A	N/A	N/A	No	Yes	

\*\* Includes Accounts Payable system BACS transmissions and manual BACS / CHAPS payments on Barclays

**Approved**

Director of Economic Development, Regeneration & Place

Date

Head of Planning

Date

**SELBY DISTRICT COUNCIL DELEGATED AUTHORITY REGISTER - With Effect from 1 April 2022**

Service/Name	Strategic Planning, Policy and Economic Development	Orders up to £	Invoices up to £	Travel Claims	Sickness / Holiday	Flexi / OT / Timesheets	Appmts & Variations	2nd Sig.on cheques	ACS & CHAPS horisation**	Internal Bank Transfers	Bank Corresp.	Urgent Cheques	Petty Cash	Journals	Signature	Initials
<b>Post Service Managers</b>	<b>Name</b>															
?																
<b>Team Leaders</b>																
Economy & Infrastructure Manager		50,000	50,000	Yes	Yes	Yes	Yes	N/A	N/A	N/A	N/A	N/A	Yes	Yes		
Housing & Regeneration Manager	Duncan Ferguson	50,000	50,000	Yes	Yes	Yes	Yes	N/A	N/A	N/A	N/A	N/A	Yes	Yes		
Economic & Regeneration Projects Lead	Stephanie Dick	50,000	50,000	No	No	No	No	N/A	N/A	N/A	N/A	N/A	No	Yes		

\*\* Includes Accounts Payable system BACS transmissions and manual BACS / CHAPS payments on Barclays

**Approved**

**Director of Economic Development, Regeneration & Place Date**

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**Head of Policy and Economic Development**

**Date**

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<u>Service/Name</u>	<u>Community Partnerships &amp; Customers</u>	<u>Orders up to £</u>	<u>Invoices up to £</u>	<u>Travel Claims</u>	<u>Sickness / Holiday</u>	<u>Flexi / OT / Timesheets</u>	<u>Appmts &amp; Variations</u>	<u>2nd Sig.on cheques</u>	<u>BACS &amp; CHAPS Authorisation**</u>	<u>Internal Bank Transfers</u>	<u>Bank Corresp.</u>	<u>Urgent Cheques</u>	<u>Petty Journals Cash</u>	<u>Signature</u>	<u>Initials</u>
<b>Post Service Managers</b>	<b>Name</b>														
Partnerships Manager	Suzanne Sweeting	50,000	50,000	Yes	Yes	Yes	Yes	N/A	N/A	N/A	N/A	N/A	Yes Yes		
Culture, Visitor & Creative Economy Project Manager	Yvette Turnbull	50,000	50,000	Yes	Yes	Yes	Yes	N/A	N/A	N/A	N/A	N/A	Yes Yes		
<b>Team Leaders</b>															
N/A	N/A			No	Yes	Yes	No	N/A	N/A	N/A	N/A	N/A	No		

\*\* Includes Accounts Payable system BACS transmissions and manual BACS / CHAPS payments on Barclays

**Approved**

**Director of Economic Development, Regeneration & Place**

**Date**

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**Head of Community Partnerships & Customers**

**Date**

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<u>Service/Name</u>	<u>Legal &amp; Democratic Services</u>	<u>Orders up</u> <u>to £</u>	<u>Invoices up</u> <u>to £</u>	<u>Travel</u> <u>Claims</u>	<u>Sickness /</u> <u>Holiday</u>	<u>Flexi / OT /</u> <u>Timesheets</u>	<u>Appmts &amp;</u> <u>Variations</u>	<u>2nd Sig.on</u> <u>cheques</u>	<u>BACS &amp; CHAPS</u> <u>Authorisation**</u>	<u>Internal Bank</u> <u>Transfers</u>	<u>Bank</u> <u>Corresp.</u>	<u>Urgent</u> <u>Cheques</u>	<u>Petty</u> <u>Cash</u>	<u>Journals</u>	<u>Signature</u>	<u>Initials</u>
<b>Post</b> <b>Service Managers</b>	<b>Name</b>															
<b>Team Leaders</b>																
Senior Solicitor / Legal Officer	Glenn Sharpe	5,000	5,000	No	Yes	Yes	No	N/A	N/A	N/A	N/A	N/A	No	No		
Electoral Services & Land Charges Officer	Janice Senior	50,000	50,000	Yes	Yes	Yes	No	N/A	N/A	N/A	N/A	N/A	Yes	Yes		

\*\* Includes Accounts Payable system BACS transmissions and manual BACS / CHAPS payments on Barclays

**Approved**  
**Solicitor to the Council**

**Date**

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