

# Scheme of Delegation



Prepared for Audit Committee  
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Audit Scotland is a statutory body set up in April 2000 under the Public Finance and Accountability (Scotland) Act 2000. It provides services to the Auditor General for Scotland and the Accounts Commission. Together they ensure that the Scottish Government and public sector bodies in Scotland are held to account for the proper, efficient and effective use of public funds.

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# Scheme of Delegation

## Introduction

1. The Board remains responsible for the exercise of all the functions of Audit Scotland. Regardless of the provisions of this Scheme of Delegation the Board may at any time determine any matter within the competence of Audit Scotland either at the Board's initiative or on the recommendation of an officer to whom the matter is delegated.
2. This Scheme sets out the matters reserved for determination by the Board. All powers which have not been retained as reserved to the Board or specifically delegated in this Scheme will be exercised by the Management Team or their nominees.

## Conditions of delegation

3. The delegations made in this Scheme are subject to the following conditions:
  - 3.1. All delegated powers will be exercised in accordance with the relevant policies decided by the Board.
  - 3.2. Before exercising any delegated function, all appropriate consultations will be undertaken and, in particular, decisions with financial or personnel consequences will be the subject of consultation with the Chief Operating Officer.
  - 3.3. Delegated powers will not be exercised in a manner which is likely to be a cause for public concern.

## Reservations to the Board

4. The following matters are reserved for determination by the Board:
  - 4.1. Approval of the Corporate Plan.
  - 4.2. Approval of annual estimates of expenditure and income.
  - 4.3. Approvals of strategic policies relating to the governance of Audit Scotland are a matter for the Board. (Approval of operational policies of Audit Scotland are a matter for the Accountable Officer and the Management Team).
  - 4.4. Approval of Standing Orders, Financial Regulations and Scheme of Delegation.
  - 4.5. Approval of Annual Accounts and Annual Reports.
  - 4.6. Approval of internal audit arrangements.
  - 4.7. Approval of conditions of service affecting all employees.
  - 4.8. Approval of specific matters referred to in the attached Schedule.

5. Approvals may be remotely provided if office locations are closed on a long-term/unspecified duration, e.g. due to a national pandemic. In the event of a such a working context, electronic signatures allow all parties to sign accounts remotely and securely. Audit Scotland has procured a system for electronic signatures that it is acceptable for laying accounts in Parliament. DocuSign complies with all relevant legislative requirements and is GDPR compliant.
6. In exceptional circumstances where a decision of the Board is required and it is not possible to convene a meeting of the Board, a member of the Management Team in consultation with the Chair, or another Board member if the Chair is unavailable, may take the necessary decision and report the action taken to the next meeting of the Board.

### **Quorum for Management Team**

7. The quorum for the Management Team is three, comprising of the Accountable Officer or the Chief Operating Officer plus two others.

### **Making, revocation and variation**

8. The matters reserved to the Board and delegated to officers of Audit Scotland are as detailed above and as shown in the Schedule.
9. This Scheme of Delegation may be varied or revoked by the Board.

## Schedule

	<b>Matter</b>	<b>Reserved or delegated to</b>	<b>Comment</b>
<b>1</b>	<b>Appointment of employees</b>		
1.1	Appointment of Management Team	Board	
1.2	Appointment of Associate/Audit Directors	Management Team	
1.3	All other appointments	Management Team, Directors or their nominees	The Accounts Commission Chair/members will select for appointment the Secretary to the Accounts Commission
1.4	Appointment of Controller of Audit	Not applicable	The Board does not have a role here. The Controller of Audit is appointed by the Accounts Commission
<b>2</b>	<b>Personnel matters</b>		
2.1	Disciplinary action, including dismissal	Appeals Committee and as per approved disciplinary procedure	See Discipline Policy in staff handbook
2.2	Grading of Management Team posts	Board	See also Job Evaluation procedure in staff handbook
2.3	Grading of Associate/Audit Director posts and all other posts	Management Team	See also Job Evaluation procedure in staff handbook
2.4	Changes to Management Team	Board	
2.5	Changes to approved establishment below Management Team	Management Team	
2.6	Variation of conditions of service for members of the Management Team	Board	

2.7	Variation of conditions of service for Associate/Audit Directors and all other staff	Management Team	All staff have a right of appeal to the Remuneration & Human Resources Committee or the Board following discussion by the Remuneration & Human Resources Committee
2.8	Decisions on applications for early retirement: <ul style="list-style-type: none"> <li>• Management Team</li> <li>• All other employees</li> </ul>	Board Management Team	
<b>3</b>	<b>Financial matters</b>		
3.1	Approval of expenditure for which there is no provision in the overall budget.	Board	Financial Regulations 15
3.2	Approval of virement within agreed budget: <ul style="list-style-type: none"> <li>• Virement between budget groups</li> <li>• Virement between budget heads</li> <li>• Virement between budget lines</li> </ul>	Management Team Relevant Directors Budget Holders	Financial Regulations 16
3.3	Virement of salary budget over £250,000, cumulatively in one year	Board	Financial Regulations 16
3.4	Approval of Accounting Policies	Board	Financial Regulation 22
3.5	Approval for the issue of credit cards to members of staff and credit limit to be applied. (To be reported at next Management Team meeting) Credit Card default limits: <ul style="list-style-type: none"> <li>• Management Team £1,500</li> <li>• Other staff £1,000</li> </ul>	Accountable Officer and Chief Operating Officer	Financial Regulation 30 – 31 See also Credit Card Procedures. Default amounts may be varied by Management Team, Incident Management Team (IMT) for individuals on either a

			permanent or temporary basis.
3.6	<p>Acceptance of tenders and placing of orders:</p> <ul style="list-style-type: none"> <li>• Above £250,000</li> <li>• Between £100,000 and £250,000</li> <li>• Up to £100,000</li> <li>• Below £50,000</li> </ul>	<p>Board</p> <p>Accountable Officer and Chief Operating Officer</p> <p>Management Team</p> <p>Budget Holders</p>	<p>Financial Regulations 46</p> <p>See also the Procurement Handbook</p>
3.7	<p>Acceptance of offers for disposal of assets</p>	<p>As for acceptance of tenders and placing of orders</p>	
3.8	<p>Approval of expenditure within agreed budget:</p> <ul style="list-style-type: none"> <li>• Any budget group</li> <li>• Specific budget group</li> <li>• Specific cost centre budget</li> </ul>	<p>Management Team</p> <p>Relevant Director</p> <p>Budget Holder</p>	<p>Financial Regulations 52</p>
3.9	<p>Payment of accounts other than to approved auditors:</p> <ul style="list-style-type: none"> <li>• Above £50,000</li> <li>• Below £50,000</li> </ul>	<p>Management Team</p> <p>Member of Management Team or as delegated</p>	<p>Financial Regulations 51 – 58</p> <p>Delegated signatories are approved by Management Team and are responsible for the expenditure approved. As evidence a delegated purchasing authority letter will be issued. Those with delegated authority may request authority to be passed to members of their staff, but the limit of authority granted must be notified to Management Team and Finance who will maintain a list of those approved.</p>



3.10	Payment of accounts for orders placed using electronic purchase orders.	Member of Management Team or as delegated	Electronic purchase orders are sent, via email, to be authorised. The process requires the authoriser to be selected from a list, maintained within the finance system, of signatories delegated to sign for the cost centre and for the value of goods or services being ordered. The signatories are the same as those delegated in the previous section.
3.11	Parameters for automatic payment of electronic purchase orders.	Management Team	<p>Financial Regulations 58</p> <p>Where an invoice is received as the result of an order placed using the electronic purchase order system it can be processed by Finance for payment if:</p> <ul style="list-style-type: none"> <li>• The order has been marked as received in the electronic purchase order system,</li> <li>• The value shown on the invoice is within the parameters of +5% or - 10% of the value authorised for that order.</li> </ul> <p>Any invoice where the value is outwith these parameters must be sent for an additional, manual, authorisation before payment can be made.</p>
3.12	Certification of accounts for payment to approved auditors:	A member of the Audit Quality and Appointments team	Financial Regulations 59

	<ul style="list-style-type: none"> <li>Interim invoices up to £50,000 and final invoices up to £10,000</li> <li>Interim invoices over £50,000 and final invoices over £10,000</li> </ul>	Associate Director, Audit Quality and Appointments or member of Management Team	
3.13	Miscellaneous expenditure (including travel & subsistence)	The Chief Operating Officer, Secretary to the Accounts Commission, senior managers & other line managers as appropriate. (Details available in Finance)	Financial Regulations 76 - 78 Delegation requires appropriate Director approval and notification to Finance. The initial delegation is £2,000. Variations from this amount may be agreed by the Budget Holder and notified to the Management Team and Finance who will maintain a list of those approved.

Budget Holders comprise: Management Team members, and Corporate Services managers.

Note: Management Team is defined in section 8 of the Financial Regulations as follows “the Management Team consists of the Auditor General, the Chief Operating Officer, the Director of Audit Services and the Director of Performance Audit and Best Value, or such other combination of officers as may be determined from time to time by the Board”. Decisions can only be made by Management Team when they are quorate as defined in section 6 of this document as follows “The quorum for the Management Team is three, comprising of the Accountable Officer or the Chief Operating Officer plus two others”.