

## Scheme of Delegation

This Scheme of Delegation should be read in conjunction with our Procurement Procedure which details the procurement thresholds and required actions when purchasing.

***I, Bruce Adamson, Children and Young People's Commissioner (Scotland) delegate to the under noted post-holders, the authority to exercise the following duties:***

FINANCE	AUTHORISED SIGNATORY
Requests for goods and services, contracts and purchase orders up to the value of £1000	<ul style="list-style-type: none"> <li>• Senior Management Team (SMT)</li> </ul>
Requests for goods and services over £1000 but less than £5000	<ul style="list-style-type: none"> <li>• The Commissioner or</li> <li>• Head of Corporate Services</li> </ul>
Requests for goods and services over £5000	<ul style="list-style-type: none"> <li>• The Commissioner</li> </ul>
Petty Cash	<ul style="list-style-type: none"> <li>• Head of Corporate Services or</li> <li>• Finance Officer (up to the value of £300.00)</li> </ul>
Invoice payment authorisation over £1000	<p>Originator of contract as agreed in project or tender, countersigned by one of the following:</p> <ul style="list-style-type: none"> <li>• The Commissioner or</li> <li>• Senior Management Team</li> </ul>
Approval of staff travel	<ul style="list-style-type: none"> <li>• The Line Manager or in their absence a budget informed member of the SMT.</li> <li>• The Commissioner (if no Manager available).</li> </ul>

Signatories for cheque book for bank account	Amounts up to £5000, two of the following:  SMT  Or SMT and the Commissioner
Approval of credit card spend:  SMT Credit Card Spend  International Legal Officer Credit Card	Approved by the Commissioner  Approved by Head of Strategy
<b>SPECIFIC SPEND LIMITATIONS</b>	<b>AUTHORISED SIGNATORY</b>
Service provision for legal opinion up to £6000	One of the following: <ul style="list-style-type: none"> <li>• Head of Advice and Investigations</li> <li>• The Commissioner</li> </ul>
Service provision and/or goods and services related to communications up to £6000	One of the following: <ul style="list-style-type: none"> <li>• Head of Communications or</li> <li>• The Commissioner</li> </ul>
Invoices for payroll up to the value of £66,000	One of the following: <ul style="list-style-type: none"> <li>• The Commissioner</li> <li>• Head of Corporate Services</li> </ul>
<b>OFFICIAL DOCUMENTATION</b>	<b>AUTHORISED SIGNATORY</b>
Contract up to the value of £5000.00	<ul style="list-style-type: none"> <li>• Two members of SMT or</li> <li>• The Commissioner</li> </ul>
Contracts over £10,000	<ul style="list-style-type: none"> <li>• The Commissioner</li> </ul>
Formal deeds and agreements	<ul style="list-style-type: none"> <li>• The Commissioner</li> </ul>
<b>PAYROLL</b>	<b>AUTHORISED SIGNATORY</b>

Acceptance of monthly payroll interface from provider	<ul style="list-style-type: none"> <li>• Head of Corporate Services or</li> <li>• The Finance Officer</li> </ul>
Salary Amendments (including advances, increases/decreases, new employees' annual salary)	<ul style="list-style-type: none"> <li>• The Commissioner or</li> <li>• Head of Corporate Services</li> </ul>
Overtime claims/payments of accrued holiday/TOIL/Flexi upon leaving	<ul style="list-style-type: none"> <li>• The Commissioner or</li> <li>• Head of Corporate Services</li> </ul>
Expense claim forms	<ul style="list-style-type: none"> <li>• Line Manager or if not available, other member of SMT or</li> <li>• The Commissioner</li> </ul>
Approving overtime/time off in lieu	<ul style="list-style-type: none"> <li>• Line Manager or if not available, other member of SMT or</li> <li>• The Commissioner</li> </ul>
Letters of appointment	<ul style="list-style-type: none"> <li>• The Commissioner or</li> <li>• Head of Corporate Services</li> </ul>