

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, Nicola Killean, Children and Young People's Commissioner (Scotland) delegate to the under noted post-holders, the authority to exercise the following duties.

Signed: 

Date: 21/5/2024

FINANCE	AUTHORISED SIGNATORY
Requests for goods and services, contracts and purchase orders between £100 and up to the value of £1000. <i>Purchases under £100 should only be made if there is a business need.</i>	Any one member of Senior Management Team (SMT)
Requests for goods and services over £1000 but less than £5000 <i>Unless specific spend limitations apply (see below).</i>	Two members of SMT or a member of SMT and the Commissioner.
Requests for goods and services over £5000 unless specific spend limitations apply (see below).	The Commissioner
Petty Cash	Any member of SMT needs to witness any cash withdrawal of over £300 or If under £300, the Finance Officer or Finance and Administration Assistant can also witness.

Invoice authorisation less than or equal to £1000 Invoice authorisation greater than £1000 <i>Please note that if the invoice is part of a contract, or re-contracting, the lifetime value excluding VAT of the contract must be assessed in line with our procurement procedures.</i>	• SMT budget holder or any member of SMT in their absence • SMT originator of contract as agreed in project or tender, if applicable, countersigned by another member of SMT.
Approval of non-routine staff travel (international travel or UK wide).	• Line Manager
Signatories for cheque book for bank account	• Two members of SMT or a member of SMT and the Commissioner.
Approval of credit card spend: SMT (non-routine transactions) such as those not covered by small hospitality transactions or business travel. Office resources and sundries greater than £100 For office resources and sundries up to the value of £100, no authorisation is required where there is a business need.	• Approved by the Commissioner • Any one member of SMT
Specific Spend Limitations up to £10k: Which must be linked to strategic plan/delivery plan and fall into budget allocations for that SMT function for that financial year.	One of the following: • SMT Head of relevant function • The Commissioner
OFFICIAL DOCUMENTATION	AUTHORISED SIGNATORY

