

Registers of Scotland

RoS Board

14 March 2023

Finance Delegations Policy

Purpose

1. To invite the Board to undertake the annual review of the financial delegations in operation.

Background

2. The board is asked annually to approve the delegations, which then are copied to the audit and risk committee for noting.

3. The policy has been updated to reflect the current practice of non-competitive action used in exceptional circumstances and losses/write offs following a recommendation from the Audit & Risk Committee. Reference to the relevant extracts of the [framework document](#) have been removed and replaced with a link to the source page on RoS.gov.

Recommendation

4. The board are invited to approve the financial delegations set out in Annex A.

Head of Finance
17 January 2023

Introduction

1. These financial delegations describe the principles and requirements set out for allocating managing and controlling spend. They set out how expenditure has been delegated to staff through the budget setting process. The Financial Scheme of Delegations covers all financial transactions or transactions which have monetary implications inclusive of VAT, for example grants and loans.
2. Capital, pay and non-pay budgets are allocated directly to budget holders, who must ensure that spend is authorised in line with the following Financial Scheme of Delegation. Functions should ensure that spend is controlled and monitored through the mid and end of month budget reviews.

Statutory authority to incur expenditure

3. The Keeper is authorised to make payments that are legally required in the exercise of her duties. The accountable officer has personal responsibility for safeguarding public funds and ensuring RoS complies with the Scottish Public Finance Manual (SPFM). The keeper and the accountable officer delegate this authority to the executive management team who cascade to members of their teams. The [framework document](#) sets out the roles and responsibilities of the Keeper, the Accountable Officer and the Scottish Government.

Financial Authority

4. The nature of the RoS Board is to advise on the overall strategy as appropriate; to inform this the Board will review any planned contracts which exceed £1m in the coming financial year.
5. Financial authority for business case approval sits with the executive management team and is shown in the table below. Business cases >£1m require approval of both the Keeper and the Accountable Officer. Business cases <£1m can be approved by the Executive Management Team if quorate, that is only requires one of the Keeper or the Accountable Officer to be present. For business cases <£0.5m, EMT may delegate the authority to the Business Portfolio Board.

| Governance Group | Delegated Authority |
|---|---------------------|
| Executive Management Team, quorate plus both Keeper and Accountable Officer | £1,000,000 and over |
| Executive Management Team quorate ² | up to £1,000,000 |
| Business Portfolio Board | up to £500,000 |

6. Note that these authority levels apply to the total value of linked individual expenditure so that if an activity requires multiple payments to be complete then authority for the total payment is needed before starting the activity.

Procurement authority limits

7. Procurement staff are authorised to commit funds and form contracts with suppliers and adhere to the limits in the first table below. The only exceptions to this are minor expenditure through the use of government procurement cards (GPC) and RoS/Scottish Government call-off contracts.
8. Staff raise requisitions on PECOS, the e-Procurement system, and these are approved by a relevant member of staff subject to the following limits:

| Grade / Officer | Delegated Authority |
|---------------------------------|---------------------|
| Keeper and Accountable Officer | £1,000,000 and over |
| Other Executive Management Team | up to £1,000,000 |
| C1 and C2 | up to £500,000 |
| SEO equivalents | up to £100,000 |
| HEO equivalents | up to £60,000 |
| EO equivalents | up to £30,000 |

Non Competitive Actions (NCA)

9. A non-competitive action may be required to be used in exceptional circumstances when normal procurement processes cannot be followed. The Accountable Officer must approve any NCA over the value of £10,000 inclusive of VAT, and the Head of Estates, Procurement & Sustainability can approve an NCA up to the value of £10,000 and inform the Accountable Officer.

Government procurement card (GPC) limits

10. The monthly credit limit set for GPC users is £2,000 (inclusive of VAT). All transactions are subject to the procurement policy and processes. Monthly credit limits may be increased subject to procurement approval.

Indemnity/compensation payments

11. Indemnity/compensation payments in excess of £10,000 are reported on a monthly basis to the policy and practice group. The Keeper's authorisation is obtained prior to making any offers or payments more than £30,000, or smaller amounts in cases which give rise to potential legal or reputational issues.
12. Approval on PECOS are subject to the following limits:

| Grade / Officer | Delegated Authority |
|--------------------------------|---------------------|
| Keeper and Accountable Officer | £200,000 and over |
| C2 and above | up to £200,000 |
| C1 | up to £100,000 |
| SEO equivalents | up to £60,000 |
| HEO equivalents | up to £30,000 |
| EO equivalents | up to £10,000 |

Losses, Write offs

13. Losses / write offs if recognised are reported on a monthly basis within the finance update paper. Individual losses / write offs which are >£1,001 excluding VAT must be approved by the EMT, and the CFO can approve individual losses / write offs up to the value of £1,000 excluding VAT and inform the Accountable Officer.

14. Payroll

15. The monthly payroll and associated third party payments are authorised at Director level.