

Registers of Scotland

RoS Board

25 February 2020

Financial delegations

Purpose

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

Recommendation

2. The board is invited to approve the financial delegations set out in the paper.

Background

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

Statutory authority to incur expenditure

4. The current statutory authority for expenditure is given in section 9 of the Public Finance and Accountability (Scotland) Act 2000 (the 2000 Act). It authorises the keeper to make payments that are legally required in the exercise of her functions. The keeper has delegated this authority to the executive management team members who, in turn, delegate financial authority to appropriate members of their teams

5. The decision by ONS to reclassify RoS to central government has led to a Public Services Reform Order being laid before Parliament. If the Order is approved then from 31 March 2020 Section 9 of the 2000 Act will be repealed and RoS will be part of the Scottish Consolidated Fund. However, the keeper will continue to be a non-Ministerial office holder, who is not subject to the direction of Scottish Ministers in relation to the exercise of her statutory functions. Therefore the financial delegation will be unaffected by the Order.

Authority to incur expenditure – procurement limits

6. 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.

7. Staff raise requisitions on PECOS, the e-Procurement system, and where within approved budget cover and appropriate governance these are approved by a relevant member of staff subject to the following limits:

Keeper and Accountable Officer	£1,000,000 and over
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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

The financial authority limits for business case approval for each body are:

RoS Board	£1,000,000 and over
Executive Management Team	up to £1,000,000
Business Portfolio Board	up to £500,000

8. 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 required before commencing the activity.

Government procurement card (GPC) limits

9. The monthly credit limit set for GPC users is £2,000, including VAT. All transactions are subject to procurement policy and are checked by procurement. Monthly credit limits can be increased with the approval of procurement.

Indemnity/compensation payments

10. 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 in excess of £30,000, or smaller amounts in cases which give rise to potential legal or reputational issues.

11. Approval on PECOS are subject to the following limits:

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

Payroll and reserves

12. The monthly payroll is authorised at Director level and the investment of RoS cash reserves with National Loans Fund is authorised by the keeper or the accountable officer. The reserves will be transferred to the Scottish Consolidated Fund if Section 9 of the 2000 Act is repealed and so this investment activity will end.

Stephen Welham
Head of Finance
11 February 2020