

Scheme of Delegation

I, Rosemary Agnew, Scottish Public Services Ombudsman, delegate to the under noted post-holders, the authority to exercise the following duties:

<i>Authorised Signatory</i>	
Finance	
Requests for goods and services, contracts and purchase orders up to and including £1000	<i>One of the following:</i> <ul style="list-style-type: none"> • Leadership Team member • Corporate Services Manager
Requests for goods and services over £1000	<i>One of the following:</i> <ul style="list-style-type: none"> • Ombudsman • Director
SPSO Credit Cards	<i>Account holder only:</i> <ul style="list-style-type: none"> • Ombudsman • Director • Corporate Services Manager • Facilities Administrator
Petty cash account	<i>One of the following:</i> <ul style="list-style-type: none"> • Leadership Team member • Corporate Services Manager
Invoice payment authorisation up to and including £1000	<i>Originator of contract, countersigned by one of the following:</i> <ul style="list-style-type: none"> • Leadership Team member
Invoice payment authorisation over £1000	<i>Originator of contract, countersigned by one of the following:</i> <ul style="list-style-type: none"> • Ombudsman • Director
Approval of travel claims	The line manager or their line manager. Director for claims by Ombudsman
Signatories for cheque book for bank account	Amounts up to £1000, one of the following: <ul style="list-style-type: none"> • Leadership Team member • Corporate Services Manager Amounts over £1000, two of the above.

Official Documentation

Contracts- over £1000

One of the following:

- Ombudsman
- Director

Purchase orders over £1000

One of the following:

- Ombudsman;
- Director

Formal deeds and agreements

Ombudsman

Payroll

Completed Monthly Payroll Submission and Summary

Two of the following:

- Ombudsman
- Director
- HR Officer

Salary Amendments (including advances, increases/decreases, new employee's annual salary)

One of the following:

- Ombudsman
- Director

Overtime Claim Forms

The line manager or their line manager.

Expense Claim Forms

Amounts up to £1000:

- The line manager or their line manager.

Amounts over £1000, one of the following:

- Ombudsman
- Director

Employee Loans (travel, training courses etc)

One of the following:

- Ombudsman
- Director

Holiday Payments

One of the following:

- Ombudsman
- Director

Staffing

Approving overtime/Time Off in Lieu

The line manager or their line manager.

Up to 10 consecutive days annual or other leave

The line manager or their line manager.

Over 10 consecutive days annual or other leave

Director (See SPSO absence provision)

Letters of appointment

One of the following:

- Ombudsman
- Director

Absence Provision

Where a member of staff is not contactable or unavailable, for example, on sick or prolonged leave, for a period beyond which a decision cannot be delayed, the authority is delegated as follows:

- 1) line manager
- 2) Director
- 3) Ombudsman

Complaints Handling

In accordance with paragraph 11 of Schedule 1 to the Scottish Public Services Ombudsman Act 2002 (the Act) any function of the Ombudsman may be exercised on the Ombudsman's behalf by any person (whether or not a member of the Ombudsman's staff) authorised by the Ombudsman to do so, and to the extent so authorised.

This includes, but is not limited to, making decisions on whether to initiate, continue or discontinue investigations as provided for in section 2(3); taking action as provided for in section 2(4); issuing statements of reasons as required by section 11; and issuing investigation reports as required by section 15.

Specifically, in the absence of the Ombudsman the Director will deputise for the Ombudsman in all matters, including the approval of public reports and recommendations resulting from the investigation of complaints.

This delegated authority is subject to compliance with all contractual terms and policies, including the Conduct and Behaviour Policy

Signed:



Dated: **18 April 2018**

Rosemary Agnew
Scottish Public Services Ombudsman