# Scheme of Delegation

I, Judith Robertson, Chair of the Scottish Human Rights Commission, delegate to the under noted post-holders, the authority to exercise the following duties:

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| **ITEM** | **AUTHORISED SIGNATORY (OR ANY MORE SENIOR OFFICER)** |
| **FINANCE** |  |
| Purchase Orders for goods and services requested by staff members: |  |
| * Up to £3000 | One of the following other than the requester:   * Line Manager of the requester * Head of Corporate Services |
| * £3000 to £15000 | * The Chair of the Commission |
| * £15000 and over | Both of the following:   * The Chair of the Commission * A Commissioner |
| Invoice authorization, |  |
| * Up to £3000 | One of the following other than the requester:   * Line Manager * Head of Corporate Services |
| * £3000 to £15000 | * The Chair of the Commission |
| * £15000 and over | Both of the following:   * The Chair of the Commission * A Commissioner |
| Electronic Payments up to £20,000, following invoice authorisation as detailed above. | * Head of Corporate Services * Finance Assistant |
| Cheque Payments over £10,000 following invoice authorisation as detailed above. | * The Chair of the Commission |

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| **ITEM** | **AUTHORISED SIGNATORY (OR ANY MORE SENIOR OFFICER)** |
| Spend on Scottish Human Rights Commission credit card | * Cardholder |
| Use of Petty Cash Account – The Commission does not generally hold petty cash, where there is a need for cash this is approved by the Chair of the Commission on an exceptions basis | * The Chair of the Commission |
| Approval of expenses claims | * Line Manager of expense claim submitter |
| Monthly review of Bank statements following reconciliation by the Finance Assistant | * Head of Corporate Services |
| Monthly review of Payroll Summary prepared by the Finance Assistant | * Head of Corporate Services * The Chair of the Commission |
| Funding Drawdown request | * Head of Corporate Services |
| **DOCUMENTATION** |  |
| Formal Deeds, Agreements, Memoranda and Concordats | * The Chair of the Commission |
| Formal Approval of SHRC Publications | * The Chair of the Commission |
| Formal Approval of SHRC Press Releases | The Chair of the Commission or one of the following:   * Head of Strategy and Legal * Head of Communications & Engagement |
| Freedom of Information requests | One of the following:   * Head of Legal and Strategy * Head of Communications & Engagement * Head of Corporate Services |
| Freedom of Information review requests | Any of the following who did not deal with the original request:   * Head of Legal and Strategy * Head of Communications & Engagement * Head of Corporate Services |

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| **ITEM** | **AUTHORISED SIGNATORY (OR ANY MORE SENIOR OFFICER)** |
| **STAFFING** |  |
| Approving annual, TOIL and flexi-leave requests | * Employee’s Line Manager |
| Letters of appointment | * The Chair of the Commission (1) |
| Letters of regret – no interview | * Head of Corporate Services * Business Support: RRPA |
| Letters of regret – after interview | * Business Manager * Recruiting Manager * Business Support: RRPA |
| Approval of training requests | * The Chair of the Commission (1) * Line Manager |
| Disciplinary Matters | * Employees Line Manager * The Chair of the Commission (1) |
| Staff Objectives | * Employee’s Line Manager |
| Staff Performance Reviews | * Employee’s Line Manager |
| **COMPLAINTS** |  |
| Internal Complaints | Should be directed to your Line Manager or;   * + To the Head of Corporate Services if the complaint is about your own Line Manager)   + The Chair if the complaint is about Head of Corporate Services   + To the Commission if the complaint concerns the Chair |
| **CORRESPONDENCE** |  |
| Oral and written correspondence will be dealt with by the particular team member with responsibility for the particular area | * Head of Legal and Strategy * Head of Communications & Engagement * Head of Corporate Services * The Chair of the Commission |

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| **SHRC ABSENCE PROVISION** |  |
| In the event of the Chair’s prolonged absence: | * To be determined by the Chair in advance if planned or by convening of the Commission if unplanned. SPCB to be informed. |
| In the event of the Chair’s planned absence of two weeks or more: | * Head of Strategy and Legal or a Commissioner at the advance request of the Chair. |
| In the event of the Chair and Head of Strategy and Legal prolonged leave of absence: | * To be determined by the Chair in advance if planned or by convening of the Commission if unplanned. SPCB to be informed. |
| In the event of short-term absence or planned leave, duties will be assigned as follows: |  |
| * Head of Legal and Strategy | Head of Communications & Engagement and Head of Corporate Services |
| * Communications Manager | Head of Legal and Strategy and Head of Corporate Services |
| * Head of Corporate Services | Head of Legal and Strategy |