

Scottish Information Commissioner

Scheme of Delegation

I, Daren Fitzhenry, appointed by Her Majesty on the nomination of the Scottish Parliament, as Scottish Information Commissioner, authorise, under section 42(10) of the Freedom of Information (Scotland) Act 2002 the following persons to exercise the following functions on my behalf, to the extent so authorised:

Finance

ITEM	AUTHORISED SIGNATORY (OR ANY MORE SENIOR OFFICER)
Requests for goods and services, up to and including £4,999, signed in the first instance by the requester	<p>To be authorised by one of the following budget-holders, as appropriate (see below):</p> <ul style="list-style-type: none"> • Head of Enforcement • Head of Policy and Information • Finance and Administration Manager <p>which failing:</p> <ul style="list-style-type: none"> • Head of Corporate Services
Requests for goods and services for £5,000 and over, signed in the first instance by the budget-holder	<ul style="list-style-type: none"> • Head of Corporate Services <p>See HOCS absence provision</p>
Business Continuity - appropriate emergency expenditure to secure the premises up to a maximum of £1,000	<ul style="list-style-type: none"> • Emergency Key holders as detailed in VC127972 (Key holder information)
Variation in amount of invoice to requisition (details to be noted on the requisition form)	<ul style="list-style-type: none"> • Invoice agrees with requisition or small variation (the lesser of 10% or £500): <ul style="list-style-type: none"> ○ Requester countersigned by the budget-holder • Invoice amount differs from requisition by £500 or more: <ul style="list-style-type: none"> ○ Budget-holder countersigned by Head of Corporate Services <p>See HOCS absence provision</p>

<p>Invoice payment authorisation signed in first instance by requester to confirm receipt of goods / services</p>	<p>Any one of:</p> <ul style="list-style-type: none"> • Head of Enforcement • Head of Policy and Information • Head of Corporate Services • Finance and Administration Manager, <p>other than who authorised the requisition</p> <p>See requester absence provision</p>
<p>Authorised signatories for payments from bank account, including cheque book, and authorised authenticators for Bankline transactions</p>	<p>Any two of the following:</p> <ul style="list-style-type: none"> • Scottish Information Commissioner • Head of Enforcement • Head of Corporate Services • Head of Policy and Information • Finance and Administration Manager
<p>SIC Credit Cards</p>	<ul style="list-style-type: none"> • Account holder only
<p>Petty cash account</p>	<ul style="list-style-type: none"> • Finance and Administration Manager, or • Administrator
<p>Approval of travel / expenses claims</p>	<ul style="list-style-type: none"> • Scottish Information Commissioner for claims by: <ul style="list-style-type: none"> ○ Head of Corporate Services ○ Head of Enforcement ○ Head of Policy and Information • See SIC absence provision (5) • Head of Enforcement/ Head of Corporate Services / Head of Policy and Information for claims by: <ul style="list-style-type: none"> ○ Deputy Heads of Enforcement ○ Freedom of Information Officers (P&I) ○ Administration Officer (P&I) ○ Finance and Administration Manager • Finance and Administration Manager for claims by:

	<ul style="list-style-type: none"> ○ Administrators ● Deputy Heads of Enforcement for claims by: <ul style="list-style-type: none"> ○ Freedom of Information Officers (E) ○ Validation Officer (E) ○ Enforcement Team Support Assistant
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Staffing

ITEM	AUTHORISED SIGNATORY (OR ANY MORE SENIOR OFFICER)
Annual leave (including other leave / Flexi leave)	<ul style="list-style-type: none"> ● Scottish Information Commissioner for requests by: <ul style="list-style-type: none"> ○ Head of Enforcement ○ Head of Corporate Services ○ Head of Policy and Information See SIC absence provision (5) ● Head of Enforcement for requests by: <ul style="list-style-type: none"> ○ Deputy Heads of Enforcement ● Head of Corporate Services for requests by: <ul style="list-style-type: none"> ○ Finance and Administration Manager ○ Administrator ● Head of Policy and Information for requests by: <ul style="list-style-type: none"> ○ Freedom of Information Officers (P&I) ● Freedom of Information Officer (P&I) for requests by: <ul style="list-style-type: none"> ○ Administration Officer (P&I) ● Deputy Head of Enforcement for requests by: <ul style="list-style-type: none"> ○ Freedom of Information Officers (E) ○ Validation Officer (E)

ITEM	AUTHORISED SIGNATORY (OR ANY MORE SENIOR OFFICER)
	<ul style="list-style-type: none"> ○ Enforcement Team Support Assistant
Special Leave – requests for up to five days in any 12 month period	<ul style="list-style-type: none"> • Scottish Information Commissioner for requests by: <ul style="list-style-type: none"> ○ Head of Enforcement ○ Head of Corporate Services ○ Head of Policy and Information See SIC absence provision (5) • Head of Enforcement for requests by: <ul style="list-style-type: none"> ○ Deputy Heads of Enforcement ○ Freedom of Information Officers (E) ○ Validation Officer (E) ○ Enforcement Team Support Assistant • Head of Corporate Services for requests by: <ul style="list-style-type: none"> ○ Finance and Administration Manager ○ Administrators • Head of Policy and Information for requests by: <ul style="list-style-type: none"> ○ Freedom of Information Officers (P&I) ○ Administration Officer (P&I)
Requests for References	<ul style="list-style-type: none"> • Head of Corporate Services <p>See HOCS absence provision</p>
Letters of appointment (to be signed only following the receipt of the Scottish Information Commissioner’s written authority that the appointment is confirmed)	<ul style="list-style-type: none"> • Head of Corporate Services <p>See HOCS absence provision</p>
Letters of regret	<p>One of the following:</p> <ul style="list-style-type: none"> • Finance and Administration Manager • Head of Enforcement

ITEM	AUTHORISED SIGNATORY (OR ANY MORE SENIOR OFFICER)
	<ul style="list-style-type: none"> • Head of Corporate Services • Head of Policy and Information

General correspondence

ITEM	AUTHORISED SIGNATORY (OR ANY MORE SENIOR OFFICER)
Non-sensitive	<ul style="list-style-type: none"> • Finance and Administration Manager • Freedom of Information Officers • Administrators
Potentially sensitive	<p>Any of the following:</p> <ul style="list-style-type: none"> • Head of Enforcement • Head of Corporate Services • Head of Policy and Information • Deputy Heads of Enforcement
Letters to MPs, MSPs or MEPs (except where party to investigation or routine P&I contact) ¹	<p>Any of the following:</p> <ul style="list-style-type: none"> • Head of Enforcement • Head of Corporate Services • Head of Policy and Information • Deputy Head of Enforcement
Letters to the press (except where party to investigation or routine media team work)	<ul style="list-style-type: none"> • Scottish Information Commissioner only <p>See SIC absence provision (2)</p>

¹ SIC to be made aware of correspondence

Official documents and related correspondence

ITEM	AUTHORISED SIGNATORY (OR ANY MORE SENIOR OFFICER)
Any contract	<ul style="list-style-type: none"> • Head of Corporate Services <p>See HOCS absence provision</p>
Formal deeds and agreements (to be signed only with the Scottish Information Commissioner's authority: See SIC absence provision (1)	<ul style="list-style-type: none"> • Head of Corporate Services <p>See HOCS absence provision</p>
Drafting, laying and publication of a report under section 46 of FOISA	<ul style="list-style-type: none"> • Scottish Information Commissioner only <p>See SIC absence provision (6)</p>
Drafting, consulting on and laying a Strategic Plan under s46A of FOISA	<ul style="list-style-type: none"> • Scottish Information Commissioner only <p>See SIC absence provision (6)</p>
Validation of adoption of a model publication scheme	<p>Any of the following:</p> <ul style="list-style-type: none"> • Head of Policy and Information • Freedom of Information Officers (P&I) • Administrators • Administration Officer (P&I)
Formal approvals of publication schemes	<p>Any of the following:</p> <ul style="list-style-type: none"> • Head of Policy and Information • Head of Enforcement • Deputy Heads of Enforcement • Freedom of Information Officers (P&I)
Formal refusals of publication schemes	<p>Any of the following:</p> <ul style="list-style-type: none"> • Head of Policy and Information • Head of Enforcement
Open a Level 1 intervention	<ul style="list-style-type: none"> • Any member of SIC staff
Open a Level 2 intervention or move a Level 1 intervention to Level 2	<p>Any of the following:</p> <ul style="list-style-type: none"> • Scottish Information Commissioner

ITEM	AUTHORISED SIGNATORY (OR ANY MORE SENIOR OFFICER)
	<ul style="list-style-type: none"> • Head of Enforcement • Deputy Head of Enforcement • Head of Policy and Information
Open a Level 3 intervention or move an existing intervention to Level 3	<ul style="list-style-type: none"> • Scottish Information Commissioner, or • Senior Management Team
Open a Level 4 intervention or move an existing intervention to Level 4	<ul style="list-style-type: none"> • Scottish Information Commissioner <p>See SIC absence provision (2)</p>
Information notices	<ul style="list-style-type: none"> • Head of Enforcement • Deputy Heads of Enforcement
Enforcement notices	<ul style="list-style-type: none"> • Scottish Information Commissioner • Head of Enforcement (in relation to failure to comply with s.23(1) of FOISA only) <p>See SIC absence provision (3)</p>
Decision notices	<ul style="list-style-type: none"> • Scottish Information Commissioner • Head of Enforcement • Deputy Heads of Enforcement • Freedom of Information Officer (E) <p>as set out in Section 3 (“Weighting and allocation”) of the Investigations Handbook VC123335</p> <p>See also SIC absence provision (3)</p> <p>See also HOE absence provision</p>
Notices under s.49(1) – frivolous or vexatious	<ul style="list-style-type: none"> • Head of Enforcement <p>See also HOE absence provision</p>
Notices under s.49(2) – withdrawn or abandoned	<ul style="list-style-type: none"> • Deputy Heads of Enforcement
Accepting a late application in terms of s.47(6)	<ul style="list-style-type: none"> • Head of Enforcement <p>See also HOE absence provision</p>

SIC absence provision

ITEM	AUTHORISED SIGNATORY (OR ANY MORE SENIOR OFFICER)
<p>Where SIC is un-contactable or unavailable, e.g. on sick or prolonged leave, for a period beyond which it would be impracticable for a decision to be delayed, the authority is delegated as follows:</p>	<p>SIC absence provision (1) On the decision by at least two of:</p> <ul style="list-style-type: none"> • Head of Enforcement • Head of Corporate Services • Head of Policy and Information <p>Wherever practicable, there should be a noted discussion among the Heads of Department prior to making such a decision.</p>
	<p>SIC absence provision (2)</p> <ul style="list-style-type: none"> • Head of Enforcement or • Head of Policy and Information
	<p>SIC absence provision (3)</p> <ul style="list-style-type: none"> • Head of Enforcement
	<p>SIC absence provision (4)</p> <ul style="list-style-type: none"> • Head of Enforcement for practice recommendations under s60, s61 or S62 codes • Head of Policy and Information for practice recommendations under s61 code.
	<p>SIC absence provision (5)</p> <ul style="list-style-type: none"> • Head of Corporate Services for requests by Head of Enforcement or Head of Policy and Information • Head of Enforcement for requests by Head of Corporate Services
	<p>SIC absence provision (6)</p> <p>On the decision of the Head of Corporate Services and</p> <ul style="list-style-type: none"> • the Head of Enforcement or • the Head of Policy and Information <p>(See also HOCS absence provision)</p>
<p>For other matters not specifically covered by the Scheme of Delegation but where a decision cannot be reasonably delayed, the authority is delegated to at least two of the following:</p> <ul style="list-style-type: none"> • Head of Corporate Services 	

- Head of Enforcement
- Head of Policy and Information

In such circumstances, there must be a noted discussion among the Heads of Department prior to making such a decision.

HOCS absence provision

ITEM	AUTHORISED SIGNATORY (OR ANY MORE SENIOR OFFICER)
Where HOCS is un-contactable or unavailable, e.g. on sick or prolonged leave, for a period beyond which a decision cannot be delayed, the authority is delegated as follows:	On the joint decision of: <ul style="list-style-type: none"> • Head of Enforcement • Head of Policy and Information

HOPI absence provision

ITEM	AUTHORISED SIGNATORY (OR ANY MORE SENIOR OFFICER)
Where HOPI is un-contactable or unavailable, e.g. on sick or prolonged leave, for a period beyond which a decision cannot be delayed, the authority is delegated as follows:	<ul style="list-style-type: none"> • Head of Enforcement <p>See also HOE absence provision</p>

HOE absence provision

ITEM	AUTHORISED SIGNATORY (OR ANY MORE SENIOR OFFICER)
Where HOE is un-contactable or unavailable, e.g. on sick or prolonged leave, for a period beyond which a decision cannot be delayed	<ul style="list-style-type: none"> • Scottish Information Commissioner

Requester absence provision

ITEM	AUTHORISED SIGNATORY (OR ANY MORE SENIOR OFFICER)
Where requester is unavailable to approve an invoice e.g. on sick or prolonged leave, for a period beyond which it is unacceptable to delay further the payment of an invoice:	A member of the requester's team who can confirm receipts of goods or services Failing which any one of : <ul style="list-style-type: none">• Head of Corporate Services• Head of Enforcement• Head of Policy and Information

Budget holders

The overall budget is delegated to the Head of Corporate Services.

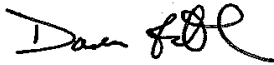
Further delegation to budget-holders is specified below:

AUTHORISED SIGNATORY (OR ANY MORE SENIOR OFFICER)	ITEM
<ul style="list-style-type: none"> ○ Legal Advisers ○ Legal Fees re Appeals to Courts 	<ul style="list-style-type: none"> ○ Head of Enforcement ○ Head of Corporate Services ○ Deputy Head of Enforcement
<ul style="list-style-type: none"> ○ Printing ○ Publicity and Promotion ○ Research 	<ul style="list-style-type: none"> ○ Head of Policy and Information
<ul style="list-style-type: none"> ○ Library / Subscriptions ○ Rent ○ Rates ○ Utilities ○ Cleaning ○ Recruitment ○ Training ○ Maintenance ○ Administration ○ Insurance ○ Telephones ○ Postage ○ IT ○ Auditors 	<ul style="list-style-type: none"> ○ Finance and Administration Manager

List of abbreviations

SIC	Scottish Information Commissioner
E	Enforcement
HOCS	Head of Corporate Services
HOPI	Head of Policy and Information
P&I	Policy and Information

Dated.....5 July 2021.....



Signed.....

Daren Fitzhenry, Scottish Information Commissioner

Authorised signatories (as provided for in the Scheme of Delegation)

Name / Position
Daren Fitzhenry Scottish Information Commissioner
Margaret Keyse Head of Enforcement
Erin Gray Head of Policy and Information
Helen Gardner-Swift Head of Corporate Services
Euan McCulloch Deputy Head of Enforcement
Claire Stephen Deputy Head of Enforcement
Joseph Chapman Freedom of Information Officer (P&I)
Lorraine Currie Freedom of Information Officer (P&I)
Julie Frew Freedom of Information Officer (E)
Karin Killington Freedom of Information Officer (E)
Colin MacFadyen Freedom of Information Officer (E)
Avril Mills Freedom of Information Officer (E)
Elaine Moffat Freedom of Information Officer (E)
Paul Mutch Freedom of Information Officer (P&I)

Jennifer Ross Freedom of Information Officer (E)
Karen Lindsay Freedom of Information Officer (E)
Wendy Snedden Freedom of Information Officer (E)
Jill Walker Freedom of Information Officer (E)
Kim Berry Finance and Administration Manager Administrator
Liz Brown Finance and Administration Manager Administrator
Pauline Keith Validation Officer (E)
Suzanne Jenkins Validation Officer (E)
Andrea McEwan Enforcement Team Support Assistant
Lynsey McKenna Administration Officer (P&I)
Bethan Owen Administrator
Terna Waya Freedom of Information Officer (P&I)

Document Control Sheet

Document Information	
Full name of current version: Class, Title, Version No and Status.	C1 Scheme of Delegation v01 CURRENT ISSUE
VC File Id	95043
Type	Policy
Approver	SMT
Responsible Manager	HOCS
Date of next planned review	Annual or as required
Approval & Publication	
Approval Date (major version)	16/10/2017
For publication (Y/N)	Y
Date published	22/10/2021
Name of document in website file library	SchemeofDelegation
Corrections / Unplanned or Ad hoc reviews (see Summary of changes below for details)	
Date of last update	20/10/21

Summary of changes to document				
Date	Action by <i>(initials)</i>	Version updated <i>(e.g. 01.25-36)</i>	New version number <i>(e.g. 01.27, or 02.03)</i>	Brief description <i>(e.g. updated paras 1-8, updated HOPI to HOCS, reviewed whole section on PI test, whole document updated, corrected typos, reformatted to new branding)</i>
03/11/17	LB	01.00	01.02	New document created, DCS updated and document published
11/01/18	LB	01.02	01.03	Changes to reflect FAM leaving and change of vc number
05/06/18	HGS	01.03	01.04	Approved changes to reflect FAM leaving and change of VC number.
06/06/18	LB	01.04	01.05	New staff and leavers updated
07/06/18	KB	01.05	01.06	DCS updated and published on website
14/06/18	SH	01.06	01.07	Insertion of intervention items as draft procedure (VC91778)
14/02/19	KB	01.07	01.08	New staff updated
13/05/19	LB	01.08	01.09	Staff changes
11/06/19	HGS	01.09	01.10	Updated and changes approved by HOCS to reflect change of job title (Administration Officer P&I), changes icw revised investigation procedures and DCS updated.
14/06/19	BOW	01.10	01.11	DCS updated, published on website
14/06/19	BOW	01.11	01.12	Removed tracked changes
27/11/19	HGS	01.12	01.13	Updated to take account of revised Investigations Procedures and staff changes
17/01/20	MK	01.13	01.14	Updated to take account of discussions with SMT (changes tracked).
17/01/20	HGS	01.14	01.15	Updated with comments
21/01/20	KB	01.15	01.16	Changes viewed
21/01/20	MK	01.16	01.17	Changes reviewed
24/01/20	HGS	01.17	01.18	Changes accepted, comments removed and DCS accepted
11/02/20	BOW	01.18	01.19	DCS updated, published on website
29/10/20	HGS	01.19	01.20	Updated to take account of staff change
04/11/20	KB	01.20	01.21	Ad-hoc review carried out
05/11/20	KB	01.21	01.22	Continued review
05/11/20	KB	01.22	01.23	Continued review
25/11/20	HGS	01.23	01.24	Approved changes following staff change
26/11/20	KB	01.24	01.25	Format changes only

26/11/20	BOW	01.25	01.26	DCS updated, published on website
26/11/20	KB	01.26	01.28	Comments added for consideration by HOCS
06/04/21	LB	01.28	01.29	Change of name
06/05/21	LB	01.29	01.30	Change of name
02/07/21	HGS	01.30	01.31	Updating and DCS updated
05/07/21	HGS	01.31	01.33	Changes accepted following approval by SMT by email on 02/07/21 and HGS email sent on 05/07/21
05/07/21	HGS	01.33	01.34	DCS updated
06/07/21	KB	01.34	01.35	Electronic signature added following approval
09/07/21	BOW	01.35	01.36	DCS updated, published on website
18/10/21	HGS	01.36	01.37	Updating to remove a staff name and add a staff name and DCS updated.
20/10/21	MK	01.37	01.38	Opened in edit mode in error – no changes made.
20/10/21	HGS	01.38	01.39	Updates/changes made on 18/10/21 approved by SMT by email (19/10 and 20/10/21), changes accepted and DCS updated.
22/10/21	BOW	01.39	01.40	DCS updated, published on website