

Civil Service Commission

Delegations to, and responsibilities of, the Chief Executive

1. Accounting Officer delegations

The Chief Executive of the Commission is designated by the Permanent Secretary of the Cabinet Office as the Commission's Accounting Officer, and is responsible (as set-out in detail in the letter of designation) for:

- a. regularity and propriety; keeping of proper accounts; signing the annual accounts and providing a signed statement of Accounting Officer's responsibilities in the accounts; prudent and economical administration; avoidance of waste and extravagance; and efficient and effective use of resources;
- b. ensuring that all of the Commission's systems and controls are subject to an appropriate programme of internal audit; signing a Statement on Internal Control for inclusion in the annual accounts
- c. producing annual Accounts for the approval of the Board of the Commission which conform to the standards set out in the Government Financial Reporting Manual and sending these to the Minister for audit and certification by the National Audit Office and laying before Parliament
- d. ensuring that the Commission's banking arrangements are in accordance with the requirements of Government Accounting and are carried out efficiently, economically and effectively; notifying the Cabinet Office promptly if an overspend or underspend is likely and ensuring corrective action is taken
- e. ensuring there are effective procedures for handling complaints about the Commission; notifying the Cabinet Office of significant problems in a timely fashion
- f. advising the Commission on the discharge of its responsibilities as set out in legislation and in the memorandum of understanding with Cabinet Office
- g. developing, in agreement with the sponsoring department, the Commission's corporate and business plans
- h. reporting on the exercise of these responsibilities to the Commission's Audit Committee.

The Chief Executive, as Accounting Officer, is responsible for ensuring that resources authorised by Parliament and sums to be paid out of the Consolidated Fund, in respect of the Civil Service Commission, are used for the purposes intended by Parliament.

The Chief Executive may delegate the day-to-day administration of his or her responsibilities, including his or her Accounting Officer and Consolidation Officer responsibilities to another person as appropriate. However, he or she shall not assign absolutely to any other person any of the responsibilities set out above, set out in the memorandum of understanding with Cabinet Office or the letter of designation.

2. Other delegations

For clarity, the Commission delegates to the Chief Executive its duties under paragraph 16 (Accounts) of Schedule 1 of the *Constitutional Reform and Governance Act 2010*.

The Civil Service Commission delegates the day-to-day management of the Commission to the Chief Executive.

3. Responsibilities

The Chief Executive is responsible for:

3a. Supporting the Commission

- i. supporting the First Civil Service Commissioner and the Commissioners in respect of their responsibilities

3b. Staff

- i. appointing staff on behalf of the Commission
- ii. ensuring the existence of appropriate terms and conditions of employment and pay and reward structures which meet the Commission's business needs and ensuring that full account is taken of the need for broad comparability with the Civil Service
- iii. negotiating any pay awards and other changes in the terms and conditions of employment with recognised trade unions, ensuring that full account is taken of the need for broad comparability with the Civil Service and
- iv. ensuring that a Code of Practice for staff, which is analogous to the values set out the Civil Service Code, is in place

- v. maintaining the appropriate levels of staffing and other support for the effective discharge of the Commission's functions
- vi. ensuring that the recruitment and any subsequent promotion of the Commission's staff is based on merit and good employment practice
- vii. all employment law requirements including disciplinary, grievance, dismissal and redundancy

3c. Transparency

The Commission will follow the guidance published by the Cabinet Office Transparency and Digital Engagement Unit.

- i. publishing an account of the Commission's work in its Annual Report as soon as practicable after the end of every financial year
- ii. publishing its Annual Report, its Summary Financial Statement and its audited accounts on its website
- iii. arranging an annual open meeting on behalf of the Commission
- iv. maintaining a relevant and up to date website on behalf of the Commission

3d. Resource Accounting

- i. providing the Cabinet Office with a 3 year Funding Settlement Submission as required
- ii. providing the Cabinet Office with a Main Estimate of resources, capital and cash requirements, including pay, for the following financial year in accordance with the published timetable and
- iii. ensuring that such Estimates are scrutinised and approved by the Commission with due regard to the need for economy, efficiency and effectiveness in the request for and use of resources; and, for the pay of staff, ensuring that full account is taken of the need for broad comparability with the Civil Service
- iv. providing returns to the Cabinet Office as required on actual and forecast resources and cash expenditure during the course of the year
- v. ensuring that expenditure remains within the resources provided by the Minister each year
- vi. notifying the Cabinet Office if any additional funding is required
- vii. authorising expenditure on behalf of the Commission up to a maximum of £50,000 per item (administration budget only, excludes capital)

3e. Governance

- i. maintaining an accurate and up-to-date register of its fixed assets
- ii. maintaining appropriate risk management records and ensuring appropriate mitigation of identified risks
- iii. maintaining the Commission' Register of Interests
- iv. maintaining the Commission's Register of Gifts and Hospitality
- v. maintaining a governance plan for the Commission and ensuring adequate governance arrangements

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