



Civil Service Commission

Delegations to, and responsibilities of, the Chief Executive

[Last updated March 2025]

Introduction

1. The Chief Executive of the Civil Service Commission (CSC) is a Senior Civil Servant (Pay Band SCS1) recruited to the Civil Service on merit following an open and fair competition carried out under the terms of the Recruitment Principles (2018).
2. The Civil Service Commission also includes the secretariat for the Advisory Committee on Business Appointments (ACOBA) and the Commissioner for Public Appointments (OCPA).

Summary

3. **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 Chief Executive may delegate his or her Accounting 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 below, in the Independent Offices Framework Agreement with Cabinet Office, or the letter of designation.
4. **The Civil Service Commission delegates the day-to-day management of the Commission to the Chief Executive.** The Chief Executive may delegate the day-to-day administration of his or her responsibilities to another person as appropriate. However, he or she shall not assign absolutely to any other person any of the responsibilities set out below.

Accounting Officer delegations

5. The Chief Executive of the Commission is designated by the Permanent Secretary of the Cabinet Office (the Principle Accounting Officer, PAO) as the Commission's Accounting Officer.

6. As Accounting Officer, the Chief Executive is personally responsible for safeguarding the public funds for which they have charge; for ensuring propriety, regularity, value for money and feasibility in the handling of those public funds; and for the day-to-day operations and management of the Independent Offices.
7. In addition, they should ensure that the Independent Offices, as a whole, are run on the basis of the standards, in terms of governance, decision-making and financial management, that are set out in Box 3.1 of MPM.
8. These responsibilities are set out in the Accounting Officer appointment letter issued by the PAO of the Cabinet Office:
 - providing a governance statement as part of the Civil Service Commission's annual report and accounts. The statement should give assurances about performance and insight on the Civil Service Commission's risk profile, the responses to the identified and emerging risks and how any risks have been successfully managed.
 - assuring Parliament and the public of high standards of probity in the management of public funds and assets. This will include the Civil Service Commission's governance statement; your organisation's governance, decision-making and financial management assurances when considering, promoting and safeguarding regularity, propriety, affordability, feasibility, sustainability, risk, and value for money across the whole of the public sector and not just their organisation;
 - accounting accurately and transparently for the organisation's financial position and transactions.

Responsibilities for accounting to Parliament and the public

9. Responsibilities to Parliament and the public include:
 - signing the CSC's (which includes ACOBA and CPA) accounts and ensuring that proper records are kept relating to the accounts and that the accounts are properly prepared and presented in accordance with any directions issued by the relevant Cabinet Office Minister;
 - preparing and signing a Governance Statement covering corporate governance, risk management and oversight of any local responsibilities, for inclusion in the annual report and accounts;
 - ensuring that effective procedures for handling complaints about the CSC, ACOBA and CPA in accordance with Parliamentary and Health Service Ombudsman's Principles of Good Complaint Handling are established and made widely known within the CSC and published on their website;
 - acting in accordance with the terms of MPM and other instructions and guidance issued from time to time by the Treasury and the Cabinet Office;
 - ensuring that as part of the above compliance they are familiar with and act in accordance with:
 - any governing legislation;
 - this framework document;

- any delegation letter issued to the CSC as set out in Section 18;
- any elements of any settlement letter issued to the sponsor department that is relevant to the operation of the CSC; and
- any separate settlement letter that is issued to the CSC from the Cabinet Office.
- ensuring they have appropriate internal mechanisms for monitoring, governance and external reporting regarding non-compliance with any conditions arising from the above documents; and
- giving evidence, normally with the PAO, when summoned before the PAC on the CSC's stewardship of public funds.

Responsibilities to the Cabinet Office

10. Responsibilities to the Cabinet Office include:

- establishing, in agreement with the Cabinet Office, individual business plans to cover the CSC, ACOBA and CPA;
- ensuring that monthly forecasts and monitoring information on performance and finance are provided to the Cabinet Office; that the department is notified promptly if over or under spends are likely and that corrective action is taken; and that any significant problems whether financial or otherwise, and whether detected by internal audit or by other means, are notified to the Cabinet Office in a timely fashion; and
- the CSC, ACOBA and CPA support the Cabinet Office's objectives in the independent pursuit of their statutory duties.

Responsibilities to the CSC Board

11. The Chief Executive is a member of the CSC Board and the Joint Operations Committee. The Chief Executive may also be a member of sub-committees of the CSC Board. Currently this includes the Audit and Risk Committee.

12. The Chief Executive is responsible for:

- advising the CSC Board on the discharge of their responsibilities as set out in this document, in the founding legislation and in any other relevant instructions and guidance that may be issued from time to time;
- advising the CSC Board on the CSC's performance compared with its aims and objectives; and
- ensuring that financial considerations are taken fully into account by the Audit and Risk Committee (ARC), and the JOC, at all stages in reaching and executing its decisions, and that, where necessary, financial appraisal techniques are followed.

13. Governance responsibilities include maintaining:

- an accurate and up-to-date register of its fixed assets;
- maintaining appropriate risk management records and ensuring appropriate mitigation of identified risks;

- the Commission's Register of Interests;
- the Commission's Register of Gifts and Hospitality; and
- a governance plan for the Commission and ensuring adequate governance arrangements, including ensuring the timely review of governance documents according to agreed timescales and processes.

14. As the Accounting Officer, the Chief Executive is responsible for submitting business planning bids to the Civil Service Commission's Sponsor Department, working with Senior Office holders (including those in ACOBA and the CPA) and having due regard to the views of the Audit and Risk Committee, Joint Operations Committee and CSC Board.

Responsibilities relating to staff

15. Responsibilities relating to staff include:

- appointing staff on behalf of the Commission;
- ensuring that a Code of Practice for staff, which is analogous to the values set out in the Civil Service Code, is in place;
- maintaining the appropriate levels of staffing and other support for the effective discharge of the Commission's functions;
- ensuring that the recruitment and any subsequent promotion of the Commission's staff is based on merit and good employment practice; and
- that all employment law requirements including disciplinary, grievance, dismissal and redundancy are met.

16. Civil Service Commission staff are currently seconded from the Cabinet Office. This means staffing terms and conditions are outside of the scope of the Chief Executive.

Responsibilities relating to transparency

17. The Commission will follow the guidance published by the Cabinet Office Transparency Data Team and the Cabinet Office Press Office Digital Team:

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

Unavailability

18. In the event of the Chief Executive not being available for whatever reason then the Deputy Chief Executive Officer shall be authorised to implement these delegated powers. Where a delegation is to be exercised by a senior officer threshold which does not exist within the CSC, the decision is automatically delegated to the next lower threshold of officer.

Review

19. This document will be reviewed in line with review processes for the Independent Offices Framework Agreement.