

Civil Service Commission: Regulatory delegations

[Last updated March 2025]

	Item	Responsibility and delegation	Instrument	Reporting
1	Delivering the Commission's strategic priorities	• <u>Ultimately responsible</u>: CEO • <u>Governance</u>: CSC Board	• CSC strategy	• <u>Internal</u>: Progress updates to FCSC and CEO; quarterly update to CSC Board • <u>External</u>: Strategy published on website
2	Oversight of the CSC's policy and operations functions, including recruitment, audit moderations, compliance, and complaints.	• <u>Ultimately responsible</u>: FCSC • <u>Governance</u>: CSC Board	• CRaG 2010 • Framework agreement	• <u>Internal</u>: Secretariat reporting to FCSC and CEO; reporting to the quarterly CSC Board. • <u>External</u>: Annual report; CSC website.
3	Awarding departmental audit scores	• <u>Ultimately responsible</u>: CEO • <u>Delegation</u>: Compliance team • <u>Moderation</u>: Commissioners, three per set of audits.	• Recruitment Principles • Letter from the CEO	• <u>Internal</u>: Departmental audit reports • <u>External</u>: Published audit scores in the annual report; CSC website
4	Revisions to the Recruitment Principles	• <u>Ultimately responsible</u>: FCSC (and Prime Minister), CEO • <u>Governance</u>: CSC Board (must approve). • Changes must also be approved by the Prime Minister as Minister of the Civil Service.	• CRaG 2010 • Recruitment Principles	• <u>External</u>: Published Recruitment Principles
5	Granting approval to make an appointment following a	• <u>Ultimately responsible</u>: FCSC • <u>Delegation</u>: Approval given by the	• Recruitment Principles • Commissioner's panel	• Panel reports distributed to CEO and FCSC

	competition chaired by a Civil Service Commissioner	Commissioner as chair of the competition. Approval to pay over the 20% remuneration limit must involve a prior discussion with the CEO and secretariat.	report	- Statistical reporting to CEO and FCSC - Quarterly statistical reporting to CSC Board
6	Allocation of competitions to Commissioners	<u>Ultimately responsible</u>: CEO <u>Delegation</u>: Sub-delegated to Allocations team in the Secretariat. - Consultation with FCSC in the event of dispute.	- Recruitment Principles - Allocation email from secretariat to department and Commissioner	<u>Internal</u>: Statistical reporting to CEO and FCSC; open spreadsheet on Commissioner allocations <u>External</u>: None
7	Use of a reserve list from a Commissioner-chaired competition	<u>Ultimately responsible</u>: CEO - Decision taken after consultation with relevant Commissioner and the Policy team.	- Recruitment Principles - RP FAQs	<u>Internal</u>: Email record only <u>External</u>: None
8	Extension of a reserve list beyond 12 months	<u>Ultimately responsible</u>: CEO <u>Delegation</u>: Policy team	- RP FAQs - Email from Commission to department	<u>Internal</u>: Email record only <u>External</u>: None
9	Allocation of Link Commissioner responsibilities	<u>Ultimately responsible</u>: FCSC advised by the CEO. - Oversight from secretariat.	Letters from FCSC to departments, copying Link Commissioners	<u>Internal</u>: Central log <u>External</u>: None
10	Approval of appointments by exception	<u>Ultimately responsible</u>: FCSC <u>Delegations</u>: At SCS Pay Band 2: CEO; at SCS Pay Band 1 and below requiring Commission approval: secretariat; all other appointments: delegated to departments. <u>Oversight of trends and policy development</u>: CSC Board	- CRaG 2010 - Recruitment Principles - Within CSC remit: Letter from FCSC or Head of Policy	<u>Internal</u>: Statistical reporting to CEO and FCSC; quarterly reporting to the CSC Board <u>External</u>: Annual report; high level details of SCS Pay Band 2 and above published on CSC website at monthly intervals.
11	Adjudication of complaints under the Recruitment Principles following consideration by departments	<u>Ultimately responsible</u>: CEO <u>Delegation</u>: Policy team <u>Oversight of trends and policy development</u>: CSC Board	- CRaG 2010 - Recruitment Principles	<u>Internal</u>: Statistical reporting to CEO and FCSC; quarterly reporting to CSC Board <u>External</u>: Annual report; CSC website

12	Adjudication of appeals under the Civil Service Code following consideration by departments	• <u>Ultimately responsible</u>: CEO • <u>Delegation</u>: Policy team; for in scope complaints a sub-group of the CSC Board is formed. • <u>Oversight of trends and policy development</u>: CSC Board	• CRaG 2010 • Published policy and guidance	• <u>Internal</u>: Statistical reporting to CEO and FCSC; quarterly reporting to CSC Board • <u>External</u>: Annual report; CSC website
13	Appointment of near misses when the possibility for appointment to lower grades was not included in the advert	• <u>Ultimately responsible</u>: CEO • <u>Delegation</u>: Policy team	• RP FAQs	• <u>Internal</u>: Email record only • <u>External</u>: None