

xxx Department

Non-Financial Scheme of Delegation

Date: xxxx

Document Profile

Document purpose	Document setting out authorisation thresholds and departmental delegations
Short title	Non-Financial Scheme of Delegation (SoD)
Author	
Target audience	
Description	
Linked policies	
Review date	
Contact details	

Reviewed and signed off by the Accountable Officer:

1. Non-Financial delegations

- Governance
 - Submission of Annual Governance Statements
 - Approval of Gifts and hospitality over £40
 - Acquisition and disposal of non-financial assets
 - Approval of inventory counts and valuations
 - Approval of Freedom of Information responses
 - Approving Subject Access Request responses
 - Approval of arrangements to manage Conflicts of Interest
 - Health and Safety arrangements

- Insurance (requesting new insurance from Treasury and Exchequer, authorising claims, setting liabilities)
 - Submitting papers to [Council of Ministers/ Executive Leadership Team/ other]
 - Business continuity
 - Approving changes to the Risk register
 - Assigning Risk management action responsibilities
 - Requesting legal advice from the Law Officers' Department
 - Submission of Government Plan returns
 - Submission of Annual Report and Accounts information
 - Approval of Internal Audit scopes and responses
- People
 - SoJ employees' contracts
 - Agreeing local people policies (termination of contracts, disciplinary policy, suspending, dismissal) where they are permitted to differ from corporate policies
 - Pay discretions/awards
 - Sickness and leave
 - Determining early retirement
 - Professional services/ temporary/ agency staff/ interns/ contractors
 - Recruitment
 - Learning and development
 - Approval of secondment and acting up contracts
 - WEAR form approval
 - Variable payments made in accordance with corporate HR policies and procedures (overtime, shift allowances, payments to reflect unusual time patterns, holiday pay)
 - Relocation expenses
- Other
 - Commercial licenses
 - Requests for changes to Financial systems
 - Overseas visits (by Civil Servants)
 - Requests to Jersey Property Holdings for land and property transactions (new leases, renewals of existing leases, sale, disposals, professional advice)
 - Communications (internal/ external), marketing, advertising, approval of publications/ press releases)
 - Corporate sponsorship agreements