

FOOD STANDARDS SCOTLAND

SCHEME OF DELEGATION

The Board recognises that effective operation depends upon effective delegation of responsibilities. The Board will reserve certain decisions to itself and will delegate all other decisions to the Executive, through the Chief Executive (CE).

Reserved matters

The matters on which the Board, or its authorised Committees, will retain decision making or approval are:

- Strategy and the Corporate Plan;
- Standing Orders;
- the establishment, terms of reference and reporting arrangements for all Committees of the Board;
- recommendations from all Committees of the Board (where powers are not delegated);
- the Annual Report; and
- the appointment of the CE.

The Board recognises that as part of the Scottish Administration authority over its budget and for financial management rests with the CE as Accountable Officer, and the CE's direct accountability to the Scottish Parliament in that regard. Taking account of those responsibilities, and given that the Board has ultimate responsibility for FSS, the Board will:

- assure itself that procedures are in place to ensure the propriety and probity of public expenditure by the Executive;
- consider the Executive's estimates of the cost of delivery as part of its decision making and use of evidence, and challenge any financial analysis;
- delegate to the audit and risk committee responsibility for assuring itself that the quality of financial administrative systems that are in place are acceptable, for example on procurement and the AO delegation of financial limits;
- through assurance of the application of financial controls, sign off the annual report and accounts; and
- seek assurance that the scheme of delegation to the Accounting Officer has been properly applied.

The Board may also, where appropriate:

- ask questions about the allocation of resource against priorities; and
- request consideration of the re-configuration of expenditure against priorities.