

**HM Inspectorate of Education
in
Scotland**

Executive Agency Framework Document

April 2005

Foreword

The Scottish Parliament and Ministers are committed to raising standards in, and improving the quality of, education across Scotland.

The first HM Inspector of Schools was appointed in 1840 and inspectors have made significant contributions to Scottish education since that date. An important recent milestone in the development of Her Majesty's Inspectorate of Education in Scotland (HMIE) was its establishment on 1 April 2001 as an Executive Agency of the Scottish Ministers under the terms of the Scotland Act 1998. This status strengthens the ability of HMIE to carry out its work independently and impartially.

HMIE's principal activity is to promote sustainable improvements in standards, quality and achievements for all learners in a Scottish education through first-hand independent evaluation. Rigorous independent inspections and reviews of schools and other educational establishments, community learning and the education functions of local councils help ensure this continuous improvement. Inspections and evaluations inform parents, schools and colleges, other providers of education, and the Scottish Ministers about standards and quality in education. Importantly, the reports identify key strengths, indicate where improvement is needed and offer suggestions on the scope for drawing on best practice elsewhere. It remains important that the evidence deriving from inspections and reviews continues to inform educational policy and practice.

This Framework Document sets out in clear terms the core objective and strategic priorities against which HMIE's performance will be measured. It states the responsibilities the Scottish Ministers have delegated to Her Majesty's Senior Chief Inspector of Education as Chief Executive of the Agency.

The Scottish Ministers are fully accountable to the Scottish Parliament for the activities of HMIE and the standards of its work. In turn, the Senior Chief Inspector has direct access to the Scottish Ministers and is answerable to them for the Inspectorate's operation and performance.

I am in no doubt that Executive Agency status has contributed to HMIE's delivery of a quality service resulting in improvements to the development of educational practice and formulation of policy in Scotland. I am confident that the work of HMIE will continue to play a major role in the development of educational policy and practice and look forward to continued working with the Chief Executive to ensure this aim.

Peter Peacock
Minister for Education and Young People

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1. Status, core objective and strategic priorities

Status of Agency

1.1 Her Majesty's Inspectorate of Education in Scotland (HMIE) is an Executive Agency of the Scottish Ministers. As an agency, HMIE operates independently and impartially whilst remaining directly accountable to Scottish Ministers for the standards of its work. This status safeguards its independence of inspection, review and reporting within the overall context of Scottish Ministers' strategic objectives for the Scottish education system. This document sets out the framework for HMIE's operations.

Core objective

1.2 HMIE's core objective is to promote sustainable improvements in standards, quality and achievements for all learners in a Scottish education system which is inclusive. Working in partnership HMIE will seek to ensure that:

- children, young people and adults in Scotland become successful learners, confident individuals, active citizens and effective contributors in the workplace and community; and
- providers of educational and children's services in Scotland enable children and young people to be safe, nurtured, achieving, healthy, active, included, respected and responsible.

Core values

1.3 HMIE core values are: integrity, honesty, objectivity and impartiality. It will aim to put them into practice through activities which are independent, fair, open and user focused.

1.4 HMIE will work towards the achievement of its core objective, often in partnership with other inspectorates by:

- always putting learners' needs and desired outcomes for them at the forefront, and accounting rigorously and clearly to them, their families, Ministers and the people of Scotland on the quality of education, well-being and care experienced
- providing independent, rigorous, authoritative and relevant evaluations, advice and reports, based on first hand knowledge of the experiences and achievements of learners and the provision made for them
- celebrating and promoting good practice and providing well-balanced challenge and support to the establishments and services we inspect and review, responding proportionately to their needs
- working with establishments, services, their partners and other organisations, to increase their capacity to improve through rigorous self-evaluation and well-targeted support

- providing clear, authoritative, professional advice for Ministers, the Executive and others which is firmly rooted in high quality analysis of the evidence we gather through inspection
- increasing the capacity of HMIE to evaluate provision to meet the wider needs of children and young people through extending its base of expertise and staff development.

Strategic priorities

1.4 For the period 2004 – 2007, Ministers have agreed four strategic priorities for HMIE on which its performance will be measured. These are:

- Through inspection and reporting, promote public accountability for the delivery of high quality education to all learners in Scotland.
- Work with other organisations to build capacity to provide education and services for children of the highest quality for all users.
- Support informed policy development by providing high quality, independent, professional advice drawn from inspection and review evidence and knowledge of the system.
- Develop and manage HMIE as a best value organisation.

1.5 Key targets will be set for the period 2004 - 2007 to assess performance against strategic priorities.

2. Roles and responsibilities

Role of the Scottish Ministers

2.1 The Scottish Ministers are responsible for setting the policy and resources framework within which the Agency operates. The Scottish Ministers set the strategic objectives for the education system. The Scottish Ministers also:

- approve the Framework Document and any revisions to it
- approve HMIE's Corporate and Business Plans
- set targets and monitor HMIE's performance.

2.2 The appointment of the Chief Executive of the Agency will be approved by the Scottish Ministers and will normally be by open competition, with arrangements for review and extension depending upon performance. The Chief Executive, hereafter referred to as Her Majesty's Senior Chief Inspector (HMSCI) will also have right of direct access to appropriate Ministers.

2.3 The Scottish Ministers are accountable to the Scottish Parliament for what HMIE does. In turn, HMSCI is answerable to Ministers for ensuring that the Scottish Ministers receive sound professional advice drawn from inspection and review evidence and for managing the work of the Agency effectively.

2.4 The Scottish Ministers will not normally intervene in the day-to-day management of the Agency.

Role of the Head of the Education Department

2.5 The Scottish Executive Education Department (SEED) is HMIE's parent Department. The Head of SEED has the following responsibilities in respect of HMIE:

- to advise the Scottish Ministers in the exercise of their responsibilities as in 2.1 – 2.3 above
- to exercise his duties and responsibilities as the Departmental Accountable Officer for the Scottish Executive budget from which the Agency is funded
- to ensure that the evidence and professional advice from HMIE is used to inform policy formulation and development
- to recommend the appointment of the Agency Accountable Officer
- to ensure that the Agency receives the support services that the Scottish Executive has agreed to provide.

2.6 The Head of SEED will consult as necessary with the Head of the Scottish Executive Enterprise, Transport and Lifelong Learning Department (SEETLLD) to ensure SEETLLD's interests are fully reflected in HMIE's work programmes.

2.7 The Head of SEED will formally discuss with HMSCI each year, in the course of preparation of the Business Plan, new issues of policy relating to education. The Head of SEED will also offer advice, when requested by HMSCI, on any major

policy issues arising during the year which are not covered in the Corporate or Business Plans.

2.8 The Head of SEED will discuss and agree specific SEED and SEETLLD commissions for inspections and investigations requested by the Scottish Ministers and the relevant Departments of the Scottish Executive to be undertaken by HMIE.

2.9 In exercising these functions on behalf of the Scottish Ministers, the Head of SEED may seek relevant business information from HMSCI but will not normally intervene in the day-to-day management of the Agency.

Role of HM Senior Chief Inspector

2.10 HMSCI is accountable to the Scottish Ministers for the overall quality of HMIE's work, including the quality of professional advice provided; for the day-to-day management of the Agency; and for planning its future development.

2.11 HMSCI's principal duties are to:

- act as Agency Accountable Officer for HMIE expenditure and receipts for which the Head of SEED is the Departmental Accountable Officer
- provide leadership and direction to HMIE
- determine the Agency's organisation and management structure
- take responsibility for HMIE's overall financial performance, efficiency and cost effectiveness
- achieve the performance targets set by Scottish Ministers
- ensure HMIE takes full account of Scottish Executive policy to bring about improvements in standards and quality and accountability within the education system
- provide independent professional advice and information to Scottish Ministers, relevant Scottish Executive Departments and key national bodies including those responsible for the funding, management, quality and delivery of education
- prepare a Corporate Plan and annual Business Plans and propose performance targets
- prepare and sign the annual accounts, submit them to the Scottish Ministers and the Auditor General for Scotland and publish HMIE's Annual Report and Accounts
- take responsibility for those human resource management responsibilities delegated to HMIE including recruitment, motivation, staff development, promotion and maintenance of good employee relations
- ensure that HMIE's actions are conducted in accordance with the ethical standards on the Civil Service Code, the precepts of the Code on Practice on Access to Scottish Executive Information, anti-discrimination legislation such as the Race Relations Amendment Act 1976, as amended, the Freedom of Information (Scotland) Act 2002, and other statutory or general obligations on public bodies
- act as the final internal adjudicator in HMIE's formal complaints procedure
- install and maintain appropriate systems of financial control, corporate governance and risk management

- keep under review the provisions of the Framework Document and advise the Scottish Ministers of any desirable changes.

Role of the Management Board

2.12 HMSCI will be assisted in his responsibilities by a Management Board which will meet four times a year and will comprise HMSCI, Chief Inspectors, Director of the Services for Children Unit and other key HMIE personnel as determined by HMSCI. In addition, a maximum of four external members will be appointed to the Board to provide an independent perspective on HMIE work.

2.13 There will also be a sub-committee of the main Board which will operate as the Audit Committee and will be chaired by an external member. The Audit Committee will meet around three times a year to discuss audit plans and reports and the annual report and accounts. The Audit Committee will also continuously review the systems of internal control, in particular the high level Risk Register and Risk Management Plans, to allow the Agency's Accountable Officer to sign the annual Statement of Internal Control.

3. Accountability

The Scottish Ministers

3.1 The Scottish Ministers will answer to the Scottish Parliament for the functions of the Agency.

3.2 The Scottish Ministers will reply to correspondence from MSPs and MPs on policy issues and will encourage them to communicate directly with HMSCI on operational matters within the remit of the Agency. HMSCI will provide Ministers with any information necessary to answer Parliamentary Questions or deal with any other parliamentary business about matters for which HMIE is responsible.

Accountable Officer arrangements

3.3 The Permanent Secretary of the Scottish Executive is the Principal Accountable Officer for the Scottish Administration. He/she appoints the Head of SEED as the Departmental Accountable Officer for SEED and HMSCI as the Accountable Officer for HMIE.

3.4 HMSCI is responsible for the preparation and signature of the Agency's annual accounts. HMSCI will provide SEED with such information as is necessary to prepare the Scottish Executive consolidated accounts, which will be signed by the Permanent Secretary. HMSCI will also report to the Head of SEED during the year, on a basis agreed between them, on the progress of expenditure against the Agency's authorised budget.

3.5 HMSCI, as Agency Accountable Officer, is accountable for the proper, efficient and effective use of resources by the Agency (including Budget provision funding). Accountability is exercised in accordance with the allocation of responsibilities set out in this Framework Document. HMSCI is also responsible for ensuring compliance with relevant guidance issued by Scottish Ministers (including the Scottish Public Finance Manual) and for putting into effect any recommendations by the Auditor General of the Scottish Parliament that are accepted by Ministers.

3.6 HMSCI and the Head of SEED, in their respective Accountable Officer roles are liable to be summoned to appear before the Audit Committee of the Scottish Parliament on the discharge of the responsibilities allocated to them in this Framework Document. It will continue to be for Ministers to decide who should represent them at other Parliament Committee hearings. In practice, where a Committee's interest is confined to the day-to-day operations of HMIE, Ministers will normally regard HMSCI as the person best placed to appear on their behalf. HMSCI will call on such specialist or technical support as he or she may require..

Best Value

3.7 HMSCI, as Agency Accountable Officer, has a duty to secure best value, which includes the concepts of good corporate governance, performance management and continuous improvement. Guidance to Accountable Officers on what their organisations should be able to demonstrate in fulfilment of their duties which make

up a best value regime is included in the Best Value section of the Scottish Public Finance Manual.

Scottish Public Services Ombudsman

3.8 The Agency will maintain a complaints and appeals procedure which it will publicise in guidance. The activities of HMIE are subject to investigation by the Scottish Public Services Ombudsman (SPSO) who will deal directly with the Chief Executive on any complaint received by the SPSO which she decides to pursue. The function of the SPSO is to consider complaints from members of the public of injustice or hardship arising from maladministration or service failure on the part of Scottish public authorities.

Freedom of Information

3.9 The Agency will publish its information in accordance with its publications scheme. The Agency's scheme forms part of the overarching publication scheme of the Scottish Administration. HMSCI will assume responsibility as the accountable officer for the Agency Scheme.

4. Resource planning and management

Management structure

4.1 HMSCI is responsible for the organisation and management structure within the Agency. HMIE has five functional directorates each headed by a Chief Inspector (HMCI) and two Assistant Chief Inspectors (HMACIs). Each directorate has corporate responsibilities, sectoral inspection programmes, cross-cutting areas and internal and external liaison roles. There is also a Services for Children Unit (SfCU) which is responsible for developing a common approach to inspecting services for children and young people. This unit is headed by a Director supported by two Assistant Directors and a multidisciplinary team including HMIs and inspectors from relevant inspectorates and agencies. Along with HMSCI, the HMCIs, HMACIs, Director and Assistant Directors, SfCU will comprise the core HMIE Management Team. HMSCI, the HMCIs and Director SfCU will form the core of the Senior Management Group which will meet regularly and report to the Management Board. The Board, which has responsibility for overseeing the work of HMIE, will comprise HMSCI, HMSCII, Director SfCU and other key HMIE personnel as determined by HMSCI. In addition, external independent advisers will be appointed to the Board to provide an independent perspective on HMIE work.

Financial provision

4.2 The Agency is funded by the Scottish Ministers through the SEED Departmental Budget. This Budget covers all resource and capital expenditure and any associated income. The Agency may, with the Scottish Ministers' agreement, undertake additional work on a repayment basis in accordance with the guidance on Fees and Charges in the Scottish Public Finance Manual.

4.3 The financial regime agreed for HMIE recognises that its income will be deployed towards its programme of running costs expenditure in implementation of Corporate Plan objectives. Where budgetary provision in the Budget Documents or Budget Revisions is not fully utilised, HMIE may qualify for end year flexibility (EYF) subject to Ministerial approval.

Financial delegations

4.4 The financial delegations to HMSCI are set out in Annex A. The delegated limits will be reviewed regularly and amended where considered appropriate.

4.5 HMSCI will be responsible for ensuring that relevant financial procedures are followed and should delegate authority in accordance with relevant guidance in the Scottish Public Finance Manual.

Corporate and business planning

4.6 HMIE will develop and maintain a Corporate Plan which will be agreed by the Scottish Ministers. The Plan, which will be a public document, will set out the strategic management priorities for the Agency over a three year period period. The

plan will form the basis for judging the performance of the Agency and will be used as a framework for a more detailed annual Business Plan which will form the basis for operational management of HMIE.

4.7 The Business Plan will set out HMIE's priorities, targets and outputs for the year ahead and be used as an aid to internal management. A summary of progress will normally be published along with the Annual Report.

4.8 Exceptionally, if policy or circumstances change significantly the Scottish Ministers or HMSCI may propose revisions to the Corporate or Business Plans, including changes to targets and financial resources. Any revisions will be subject to approval by the Scottish Ministers after consultation with HMSCI.

Risk management

4.9 HMSCI will ensure that a formal assessment of business risks is undertaken and periodically reviewed in accordance with relevant guidance in the Scottish Public Finance Manual.

Audit Committee

4.10 HMSCI is responsible for ensuring that the Audit Committee operates in line with the provisions of the Scottish Public Finance Manual.

Internal audit

4.11 HMSCI is responsible for ensuring that a system of internal audit, in line with Government Internal Audit Standards and in a way which demonstrates value for money, is provided. As part of this system, HMIE audit committee will assist HMSCI in evaluating the effectiveness of the financial and management controls within HMIE. While the composition of this committee will be determined by HMSCI in line with Scottish Public Finance Manual guidance, the relevant internal audit manager from Audit and Accountancy Services Division of the Scottish Executive Finance and Central Services Department (FCSD: AASD) and a representative of Audit Scotland will normally be present at meetings.

4.12 FCSD: AASD will have the right of access to HMIE, after consultation with HMSCI, in order to give independent assurance to the Departmental Accountable Officer. The Chair of the Audit Committee will have a direct right of access to FCSD: AASD.

4.13 The Service Level Agreement between the Agency and FCSD: AASD, the current providers of the internal audit service outlines the internal audit needs of HMIE and principles underpinning the internal audit approach and outputs.

External audit

4.14 HMIE is subject to external audit by the Auditor General for Scotland. The Auditor General for Scotland may carry out examinations into the economy,

efficiency and effectiveness with which the Agency has used resources in the discharge of its functions.

Annual report and accounts

4.15 HMSCI will sign and present annually to the Scottish Ministers an Annual Report and Accounts. The Annual Report will review HMIE's performance over the previous year and show whether targets and performance measures set by Ministers have been achieved. HMIE will keep proper accounts and proper records in relation to the accounts and will prepare in respect of each financial year a statement of account. The accounts will be prepared in accordance with a direction issued by the Scottish Ministers. The Annual Report and audited accounts will be laid before the Scottish Parliament

4.16 The Agency will operate financial and management accounting systems which enable management to continuously review performance against budgets and targets.

External accountability and consultation

4.17 In order to assist HMSCI in evaluating the effectiveness of the Agency, independent external advisers will be appointed by HMSCI, in consultation with the Head of SEED, from outwith the set of bodies currently subject to inspection. These advisers will be invited to attend meetings of the Management Board. They will provide HMSCI with an independent perspective on HMIE's work.

4.18 HMIE is also accountable to its stakeholders through the quality of its published reports and through written evaluations of inspections and reviews by headteachers, teachers and parents in schools, providers of community learning and development and key personnel in colleges of further education. HMIE's Charter sets out the minimum standards of service HMIE will provide. The Charter also includes a clear customer complaint procedure. In addition, HMIE will maintain a regular programme of consultation on its current operation and on planned changes to its procedures with organisations or individuals, and key user groups including: local education authority managers; headteacher and teacher associations and unions; and representative parent bodies.

4.19 HMIE is committed to self-evaluation and recognition of the quality of its work using the European Excellence Model and the Investors in People and Charter Mark schemes. HMIE has been awarded the Charter Mark for excellence in public service and will seek renewal of this recognition at the appropriate time. HMIE will also continue to award contracts to external independent evaluation and research organisations to examine the quality of aspects of its work.

5. Human Resources

Status of staff and conditions of service

5.1 HMIE employs professional and administrative staff. The workforce is decentralised, operating from locations throughout Scotland.

5.2 HM Inspectors of Education (HMI) are appointed by Royal Warrant, which guarantees their independence. All HMIE staff are Civil Servants within the Scottish Executive, and will continue to be employed on Civil Service terms and conditions of service. HMIE staff are also covered by the Civil Service pensions arrangements unless they opt otherwise.

5.3 HMSCI may review the terms and conditions of service of HMIE staff in the business interests of HMIE. Variations to suit the Agency's particular circumstances may be introduced with the approval of the Scottish Ministers and after full consultation with the Scottish Executive Head of Corporate Services, the Agency's staff and staff representatives.

5.4 All civil service appointments are subject to Disclosure Scotland clearance. HM Inspectors are only appointed after an enhanced Disclosure check. Other staff appointed to take part in inspections and reviews on behalf of Scottish Ministers will also be subject to an enhanced Disclosure Scotland clearance.

Human resource management

5.5 HMSCI is responsible for ensuring that there are adequate human resource management arrangements within HMIE for Band C staff and below. The Agency will continue to use some services of Scottish Executive Corporate Services. The Scottish Executive Head of Corporate Services will continue to have overall responsibility for members of the Senior Civil Service. Senior Civil Service posts may only be established following consultation and agreement with the head of Corporate Services.

5.6 HMSCI is responsible for determining the number and grades of staff up to and including C3 level employed by HMIE. Through its current service level agreement with HMIE, Scottish Executive Human Resources has the main responsibility for recruiting permanent staff to the Agency, in line with standard Scottish Executive procedures and in full consultation with HMSCI. HMSCI will be directly involved in appointments in the Senior Civil Service. HMIE may, on occasion, recruit Band A and B staff directly, in full consultation with Scottish Executive HR Recruitment Unit. All recruitment will be undertaken on the basis of fair and open competition as required by the Civil Service commissioners' Recruitment Code.

5.7 HMIE is committed to fostering continuous learning, diversity and equal opportunities. HMIE will develop and maintain a HR strategy which will meet the needs of HMIE and of all individuals within HMIE. All staff can transfer between HMIE and other parts of the Scottish Executive as a consequence of career planning

and promotion. They will also retain the right to career development advice from Scottish Executive Human Resources. Professional staff will retain access to their head of profession where located elsewhere in the Scottish Executive. HMSCI is responsible for line management of staff and for job-related professional training and continuing professional development. Scottish Executive Corporate Learning Services is responsible for the generic training and development of staff as Scottish Executive Civil Servants.

5.8 HMSCI, in consultation with Scottish Executive Human Resources, will at least every 3 years review the extent of HMIE's personnel responsibilities for Band C staff and below, with a view to maximising the Agency's freedom to manage its staff while increasing the efficiency and effectiveness of the service to management and staff.

Staff relations

5.9 HMSCI will determine, after consultation with staff and staff representatives, what arrangements are necessary to foster good staff relations. HMIE is committed to effective communication with all its staff and their representatives, and will adhere to the principles of the Scottish Executive Main (SEM) Management and Trade Union Side Partnership Agreement.

Pay and performance incentives

5.10 Within the overall pay framework laid down by Cabinet Office, the Scottish Executive determines the pay of HMSCI and other members of the Senior Civil Service. For staff below the Senior Civil Service, HMIE is part of the SEM bargaining unit and, as such, staff are subject to SEM pay rules and policies which are determined centrally by Scottish Executive Corporate Services. Staff will be awarded pay awards, subject to effective performance, in line with the negotiated settlement between the Scottish Executive and the relevant trade unions. HMIE will continue to review the appropriateness of remaining within the SEM bargaining unit.

Flexible working arrangements

5.11 HMSCI is free to develop new working arrangements for all Inspectorate staff, subject to consultation with staff representatives and with the Head of Scottish Executive Corporate Services as appropriate.

Training and staff development

5.12 HMSCI is committed to the training and development of all staff. An HMIE continuous professional development (CPD) strategy and an annual Corporate Development Learning Plan will be developed, implemented and continuously monitored and updated as required. The strategy will apply to all staff and take account of the Agency's business priorities, as set out in its Corporate Plan, and the development needs of individual members of staff.

Health and safety

5.13 HMSCI has overall responsibility for the Health and Safety arrangements of the Agency. HMIE will ensure that health and safety is valued by all managers and is equal in importance to all its other business activities. HMIE will work towards achieving the commitment of its employees to clear health and safety objectives.

5.14 HMIE will ensure that as a minimum their health and safety management arrangements meet the standard established for managing health and safety in the core departments of the Scottish Executive. Information and advice on developing Health and Safety Management System will be available from the Scottish Executive's Occupational Health and Safety Adviser and the Scottish Executive's Staff health Policy Adviser.

5.15 To encourage the development of HMIE as a healthy organisation. HMIE will continue its commitment to improving health at work through active participation in the Scotland's Health At Work (SHAW) scheme.

Welfare

5.16 The Agency will continue to have access to the Scottish Executive's Counselling and Welfare Service and the Employee Assistance Programme. The provision of an appropriate working environment for staff will be the responsibility of HMSCI who may call upon advice from SE Corporate Services: Facilities and Estates Services.

6. Support services

6.1 The Agency is responsible for corporate planning, financial and human resource management as outlined in sections 3, 4 and 5 above. The Agency also has responsibility for a wide range of additional support services relating to the management, maintenance and day-to-day running of its offices as well as management and financial responsibility for its information systems within the framework of the Scottish Executive's Information Systems Policy.

6.2 When formed as an Agency, HMIE automatically came under the Scottish Executive relocation policy. Following Scottish Ministers' agreement, HMIE has moved its Headquarters to new premises in Livingston.

6.3 HMIE will continue to draw on specialist support from the Scottish Executive. This will include, inter alia, security, media and communications, audit and accountancy services, central accounting and banking, procurement advice, library services, ICT systems support and corporate responsibility advice, certain human resources services, legal services and some external statistical support.

6.4 HMIE may also seek advice on estates, accommodation and facilities management from SE Corporate Services: Facilities and Estates Services. HMIE propose to discuss with Corporate Services: Facilities and Estates Services, whether there is potential to move to new arrangements for agencies in ways that would avoid the replication of expertise in the provision of services. Subject only to the requirement not to exceed the total budget, HMIE can at all times consider the merits of direct internal provision for such services (and similar) on value for money and business effectiveness/efficiency grounds.

6.5 HMSCI will review at least every three years the provision of Scottish Executive support services with appropriate parts of the Scottish Executive to maximise the efficiency and effectiveness of HMIE and the Scottish Executive as a whole. Either party shall, on giving six months notice, and after consultation, be entitled to withdraw from arrangements.

7. Review and development

7.1 This Framework Document will be reviewed at three yearly intervals. Changes to the document on an ad hoc basis may also be proposed in the light of experience or changed circumstances.

7.2 Relevant parts of the Scottish Executive (for example Corporate Services and Finance) will be consulted on any proposed changes before they are submitted to the Scottish Ministers for approval.

Publication

7.3 Copies of this Framework Document, and of any subsequent changes, will be placed in the Scottish Parliament Information Centre and on the HMIE website and shall form part of HMIE's publication scheme under Freedom of Information provisions.

Enquiries

All enquiries about this Framework Document should be addressed in the first instance to:

Address: Hazel Dewart
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Second Floor
Denholm House
Almondvale Business Park
Almondvale Way
Livingston
EH54 6GA

Telephone: 01506 600265

Financial delegations

In respect of HMIE's running costs, HMSCI has authority, within the limits set out, to:

1. Commit expenditure and authorise payments	Unlimited, apart from the items below, within the Agency's authorised budget levels.
2. Accept receipts	Unlimited, but receipts in excess of those authorised in the Budget Act must be surrendered to the Scottish Consolidated Fund.
2. Incur contingent liabilities	Subject to compliance with the guidance on contingent liabilities in the Scottish Public Finance Manual.
3. Commission consultants	Unlimited up to £10,000. Consultancies between £10,000 to £50,000 must be approved by the Minister with responsibility for the Agency. Consultancies above £50,000 must be approved by the First Minister.
4. Authorise losses and special payments	Unlimited apart from the categories listed below which are subject to a limit of £1,000: <ul style="list-style-type: none"> • losses arising from failure to make adequate charges for services / use of property • claims waived or abandoned • special or ex-gratia payments • gifts or awards.
5. Capital expenditure including investment projects	This could include a limit for investment projects in general (e.g. new offices) and a £40,000 limit for ICT related expenditure.