We were asked:

Q1. The level of training required for civil servants involved in signing off on spending of up to £500,000, £1 million, and £10 million and above £10 million?

Q2. The qualifications required for civil servants involved in signing off on spending of £500,000, up to £1 million, £10 million and above £10 million?

Q3. The experience required for civil servants involved in signing off on spending of £500,000, up to £1 million, £10 million and above £10 million?

Q4. The level of training required for civil servants involved in the procurement process of projects up to £500,000, up to £1 million, £10 million and above £10 million?

Q5. The qualifications required for civil servants involved in the procurement process of projects up to £500,000, up to £1 million, £10 million and above £10 million?

Q6. The experience required for civil servants involved in the procurement process of projects up to £500,000, up to £1 million, £10 million and above £10 million?

We replied:

Guidance is provided to all employees and the Department operates a system of internal delegations to ensure that expenditure is authorised at the appropriate level. The Department also operates in an environment of delegated authority from HM Treasury and any expenditure greater than £250k must go to HM Treasury for approval. Additionally the Department has a process which includes a series of internal controls to ensure a proper authorisation process exists for expenditure, including a robust challenge function operated by the Department's Chief Accountant and his finance team. Financial awareness training is also carried out for staff responsible for budgets.

As a small Department the Wales Office makes use of the Ministry of Justice Procurement team for all procurement services. The use of this procurement service is covered by a Service Level Agreement between the Wales Office and the Ministry of Justice. The Department's annual budget is approximately £6m and expenditure at the levels specified rarely happens.