



# E-ACT Scheme of Delegation

---

This policy was approved by Trustees as follows –

Board of Trustees

Date: December 2019

Frequency of review: Annually

ELT Owner: Chief Executive Officer

Author: Company Secretary / Director of Governance and Strategy

## **E-ACT Scheme of Delegation 2019-20**

The E-ACT scheme of delegation is designed to detail the authorities delegated by the trustees to E-ACT employees and should be read in conjunction with E-ACT policies. This is a fluid document and will be updated as changes occur to the decision-making processes of E-ACT.

The first section is a pure RACI for key decisions and is not exhaustive i.e. not every decision or delegation captured in the Scheme is replicated in the initial RACI. This RACI will be continually developed and amended over time and represents the beginning a process to embed RACI within the E-ACT approach.

The second section is the Scheme of Delegation including the Scheme of Financial Delegation and is presented in the way we traditionally present its details.

## Key decision RACI

**R - Responsible (all those who contribute to making the decision)**

**A - Accountable (the one person, or one body taking the final decision)**

**C - Consult (all those who have experience/knowledge that helps the decision makers) I -**

**Inform (all those who need to know about the decision)**

	Members	Chair	Vice Chair	Trust Board	ARC	FIN	EDU	PER	REM	CEO	ELT	Regional Directors	Headteacher	Ambassador
<b>Education</b>														
Setting national curriculum framework				A			C			R	R	C	C	I
Changes to school day				I						A	C	C	R	I
Admissions arrangements, including changes				A						C	C	R	R	I
Term and INSET dates				I						A	C	R	C	I
Uniform decisions										I	I	C	A	I
Decision to close school for H&S reasons		I		I						C	C	A	C	I
Exclusions - fixed term										C	I	C	A	I
Exclusions - permanent		I					I			A	C	C	R	I
Exclusion appeal panel										I	I	A	C	R
Safeguarding		I		A	I*	I*	I*	I*		R	R	R	R	I
<b>Finance</b>														
Trust annual statutory accounts	I			A	C&I	C&I	I	I		R	R	C	I	I
Trust annual budget				A	I	R	C	I		R	R	C	C	I
Regional budget				I		I				A	R	R	C	I
Academy budget				I		I				A	R	R	C	I
<b>Expenses</b>														
Approval of trustee expenses		A		R		I								
Approval of Chair's expenses		R	A	A										
Approval of CEO expenses		A				I				R				
Approval of ELT expenses						I				A	R			
<b>Governance and Compliance</b>														
Articles of Association changes	A			R	C	C	C	C		R	C	I	I	I
Scheme of Delegation changes				A	C	C	C	C		R	R	C	I	I
Policy approval				A	R	R	R	R		R	R	C	C	I
Statutory/regulatory filing				I	I	I				A	R	C	I	I
<b>Strategic leadership</b>														
Set vision, values & mission of trust		C		A	C	C	C	C		R	R	C	C	C
<b>Operations</b>														
SCA funding allocations						A				R	R	C	C	I
Health and Safety	R	R		R						A	R	R	R	R
Re-structures exceeding £100,000		I		A				C		R	C	C	I	I
<b>Appointments / removals</b>														
Staff hire with annual salary over £100,000		I				C		A	C	R	R			
Staff hire outside of budget (national/regional)				I		C				A	R	C		
CEO		R		A					C		C	C	C	I
National team, ELT, E/ELT		C		I					C	A	R	I	I	I
Headteachers		I		I					C	A	R	I	I	C & I
Members	A	R		C&I						C&I	I	I	I	I
Trustees	A	R		C&I						C&I	C	I	I	I
AAG Chair	I	A		I						C	C	R	C	I
AAG members				I						I	I	C	A	R
Academy SLT										I	I	R	A	I
Academy teaching staff										I	I	C	A	I
Academy ops staff										I	R	A	C	I
<b>Appeals and Hearings</b>														
Admissions appeals										I	I	A	C	R
Disciplinary hearing CEO/ELT		C		I				A		R				
Disciplinary hearing national/regional teams		I		I						C	A&R		I	I
Disciplinary hearing headteacher		C		I			I	I		C	C	A&R		
Disciplinary hearing academy education staff								I		I	I	C	A & R	I
Disciplinary hearing academy operations staff								I		I	I	A & R	C	I
Formal grievance hearing - CEO/ELT		A&R												
Formal grievance hearing - national/regional teams		I		I			I	I		A	R			
Formal grievance hearing - headteacher		I		I			I	I		C	A&R	C		
Formal grievance hearing - academy education staff								I		I	I	A	R	I
Formal grievance hearing - academy operations staff								I		I	I	A & R	C	I

\*denotes one of the Chairs should be informed in the event of a serious safeguarding matter on behalf of the Board and updated regularly

## SCHEME OF DELEGATION:

Key<sup>1</sup>-

	Power of approval/ delegation of authority to approve
	Must be part of consultation process/ recommended by. Named roles represent the lead in the process to secure relevant approval i.e. this person is responsible for preparing and recommending the work to the relevant approver/main person to consult
EC	Education Committee
PC	Personnel Committee
FC	Finance Committee
ARC	Audit & Risk Committee
RC	Remuneration Committee
DBRC	Data Breach Response Committee
Ambassadors	Academy Ambassadors
CEO	Chief Executive Officer
DCEO	Deputy Chief Executive Officer
CFO	Chief Financial Officer
COO	Chief Operating Officer
DGS	Director of Governance and Strategy
DPO	Data Protection Officer
NDE	National Director of Education
PODD	People and Organisational Development Director
RED	Regional Education Director <sup>2</sup>
ROD	Regional Operations Director <sup>3</sup>
RSL	Regional System Leader
DC	Trust-wide Director of Communications
RFL	Regional Finance Lead
RAB <sup>4</sup>	Raising Achievement Board (Academy half termly performance meeting). Where listed, the items will be brought to that forum for the relevant approvals.
RPB <sup>5</sup>	Regional Performance Board (RED & ROD half-termly performance meetings). Where listed, the items will be brought to that forum for the relevant approvals.

	Board of Trustees	Committee	CEO	ELT members	Regional Directors	Other	Headteacher	Ambassadors
<b>EDUCATION DECISIONS:</b>								
Approve National Improvement strategy		EC			RED & ROD			
Approve Regional Educational Improvement strategy			(via RPB)	NDE	RED			
Approve Academy Educational Improvement Strategies					RED & ROD/DROD		(via RAB)	(via RAB)
Approve Trust-wide curriculum statement and framework		EC		NDE	RED			
Approve Regional curriculum framework			(via RPB)	NDE	RED			
Approve Academy Curriculums <sup>6</sup>			(via RPB)	(via RPB)	RED		(via RAB)	(via RAB)
Approve Trust self-evaluation				NDE	RED			
Approve Regional self-evaluation			(via RPB)		RED & ROD/DROD			
Approve Academy self-evaluation					RED (via RAB)		(via RAB)	(via RAB)
Approve Trust's educational targets		EC		NDE	RED			
Approve Regional educational targets		EC		NDE	RED			
Approve Academy educational targets		EC		NDE	RED		(via RAB)	(via RAB)
Approve Trust-wide Pupil Premium strategy and f/work		EC		NDE	RED & ROD/DROD			
Approve Regional strategies for Pupil Premium expenditure			(via RPB)	NDE	RED & ROD/DROD			
Approve Academy strategies for Pupil Premium expenditure					RED		(via RAB)	(via RAB)
Approval of QA'd half-termly Teaching strength in academy for RPB submission.					RED	Regional data lead		
Approval of QA'd half-termly Attendance and behaviour data for RPB submission.					RED	Regional data lead		
Approval of academy school census information prior to DfE submission (scrutinised at RPB) <sup>7</sup>					RED	Regional data lead		
<b>Pupil Exclusions<sup>8</sup></b>								
The decision to issue a fixed term pupil exclusion <sup>9</sup>								
The decision to permanently exclude, pending a disciplinary committee meeting <sup>10</sup> .				NDE	RED / DRED	RSL behaviour & attendance		

	Board of Trustees	Committee	CEO	ELT members	Regional Directors	Other	Headteacher	Ambassadors
<b>Annual Education Reports</b>								
Approval of national annual pupil and sports premium impact report		EC		NDE	RED & ROD/DROD			
Approval of regional annual pupil and sports premium impact reports			(via RPB)		RED & ROD/DROD			
Approval of academy annual pupil and sports premium impact reports					RED & ROD/DROD			
Approval of national annual DSEN impact report		EC		NDE	RED			
Approval of regional annual DSEN impact report			(via RPB)		RED	Regional SEN lead		
Approval of academy annual DSEN impact report					RED	Regional SEN lead	(via RAB)	
<b>Community and Celebration</b>								
Approve an annual academy ACA work-plan, including the academy's strategy on the four C's					RED			
<b>School Closures<sup>11</sup></b>								
Decision to close for health and safety reasons <sup>12</sup>				COO	RED & ROD/DROD			
<b>OPERATIONAL DECISIONS:</b>								
<b>New academies</b>								
Contact with RSC to discuss potential new academy and initial preparatory work.	Chair							
Approval to progress to due diligence		PC / FC						
Approval to sign MoU of transfer to E-ACT								
<b>Risk</b>								
Approve the Trust-wide risk register		ARC						
Authority to take action required to ensure that all organisational risks are being effectively mitigated								
Approve the regional risk register and appetite			(via RPB)					
Authority to take action required to ensure that all regional risks are being effectively mitigated					RED&ROD/DROD			
Approve the academy risk register					RED&ROD/DROD			
Authority to take action required to ensure that all academy risks are being mitigated								

	Board of Trustees	Committee	CEO	ELT members	Regional Directors	Other	Headteacher	Ambassadors
<b>Premises/Asset Management</b>								
Approve/ reject proposals for the acquisition/ disposal of land/buildings		FC		COO				
Approve major capital works and long-term building projects, based on annual conditions		FC		COO				
<b>Health &amp; Safety</b>								
Authority to take action required to ensure that all Health & Safety policies and procedures are being adhered to at national level				COO				
Authority to take action required to ensure that all Health & Safety policies and procedures are being adhered to within the region					ROD/DROD			
Authority to take action required to ensure that all Health & Safety policies and procedures are being adhered to within the academies								
<b>Legal</b>								
Authority to seek legal advice from E-ACT's procured solicitors <sup>13</sup>					ROD/DROD	DPO & Company Secretary		
<b>Freedom of Information</b>								
Authority to submit FOI responses on behalf of E-ACT						Company Secretary		
<b>Information submission</b>								
Delegation to QA and submit accurate PowerBI information to the national team as requested					ROD/DROD & RED			
<b>Communications</b>								
Approve all press responses identified as a risk to E- ACT's reputation (academy, regional or national level)	Chair					DC		
Approve all press responses at national level	Chair					DC		
Approve all press responses at regional &/ academy level					ROD/DROD	DC		
Approve any commissioned writing/opinion pieces for external parties from E-ACT staff.						DC		
Delegation to QA all academy websites within region to ensure all are fully compliant with Ofsted and regulatory requirements					ROD/DROD	DC		

	Board of Trustees	Committee	CEO	ELT members	Regional Directors	Other	Headteacher	Ambassadors
<b>ICT</b>								
Approve a national IT strategy				COO				
Approve a regional IT strategy				COO	ROD/DROD			
<b>Operational Value for Money</b>								
Approve national value for money operational projects		FC		COO/CFO				
Approve regional value for money operational projects				COO/CFO	ROD/DROD			
<b>FINANCIAL DECISIONS<sup>14</sup>:</b>								
<b>Staffing Appointments</b>								
Any staff hire with annual total salary over £100k per annum, permanent or temporary		PC and RC		CFO				
Any national staff hire outside of agreed budget				CFO				
Any regional staff hire outside of agreed budget				CFO				
Any academy staff hire or salary increases outside of agreed budget					ROD/DROD			
All academy staff hire if part of agreed budget						RFL		
<b>Staff reorganisations</b>								
Any re-organisation exceeding £100k		FC/PC						
Any re-organisation up to £100k and involving staff consultation or potential redundancy costs				CFO				
Any re-organisation not involving staff consultation or potential redundancy costs				CFO	ROD/DROD			
<b>Decision to purchase Supplies (goods), Services and Works<sup>15</sup> including leases (in budget)</b>								
Expenditure over £100,000.		FC						
Expenditure over £25,000 and up to £100,000.				CFO				
Expenditure over £5,000, or £10,000 for works, up to £25,000					ROD/DROD			
Expenditure over £1,000 and up to and including £5,000 for decisions to purchase goods, services and works.						RFL		
Expenditure up to and including £1,000 for decisions to purchase goods, services and works.						RFL		
Up to and including £10,000 for decisions to procure Works.						RFL		
Approval of SSJs within delegated signing limits.					ROD/DROD			



	Board of Trustees	Committee	CEO	ELT members	Regional Directors	Other	Headteacher	Ambassadors
<b>Decision to agree to a Lease<sup>16</sup> (in budget)</b>								
Lifetime value of £100k or more								
Lifetime value of over £25,000 and up to £100,000				CFO				
Lifetime value of over £5,000 and up to £25,000					ROD/DROD			
Lifetime value of up to £5,000						Regional Finance lead		
<b>Virements and Budget variances and out of Budget spend</b>								
Out of budget expenditure over £100k		FC						
Out of budget expenditure up to £100k <sup>17</sup>				CFO				
Approve action plan for any budget monitoring variances greater than £100k or 5% (whichever is lower) of overall budget				CFO				
All virements over £25k and up to £100k to be subject to approval by the Finance Director.				CFO				
All virements over £5k and up to £25k to be subject to approval by the Regional Operations Director and reported to the next regional RAB meeting.					ROD/DROD			
All budget allocations/virements less than £5k to be carried out by the regional Business Manager/lead as part of the day to day management of the academy budget.						Regional Finance lead		
<b>Authorise Contracts (in budget)</b>								
Any contract with a maximum value exceeding £100,000 or exceeding a five year term		FC						
Any contract with a maximum value between £5,000 (£10,000 for works) and up to £100,000 and up to a 5 year term				CFO				
When the contract is a Deed, involves a TUPE transfer, a Lease, an automatic roll-over/renewal, an E-ACT indemnity, a guarantee or warranty to a third party				CFO				
Any contract where the maximum value of the contract will be £5,000 (£10,000 for works) except where the contract is a Deed, involves a TUPE transfer, a Lease, an automatic roll-over/renewal, an E-ACT indemnity, a guarantee or warranty to a third party, <b>and</b> is a 1 year term or less								
Any income exceeding £50,000 per year		FC						
Any supply to third parties (other than renting halls, or gym						Regional		

	Board of Trustees	Committee	CEO	ELT members	Regional Directors	Other	Headteacher	Ambassadors
space and equipment) <sup>18</sup>						Finance lead		
<b>Bank accounts</b>								
Opening new bank accounts		FC		CFO				
<b>Expenses</b>								
Approval of trustee expenses	CHAIR							
Approval of Chair's expenses	VICE CHAIR							
Approval of CEO expenses	CHAIR							
Approval of ELT expenses								
<b>GOVERNANCE DECISIONS:</b>								
Approve amendments to Memorandum & Articles, subject to Charity Commission and DfE approval as appropriate						Members		
Approve a Scheme of Delegation of powers from the board to sub-committees and officers as appropriate						Company Secretary		
Approve statutory policies		as listed						
Authority to direct academies to comply with organisational policy or statutory requirements in relation to the remit of their role.								
Appointment of Members						Members		
Appointment of Trustees						Members		
Appointment of committee chairs								
Appointment of ACA Chairs	Chair				RED			
Appointment of ACA members								
Appointment of external auditor		ARC				Members		
Appointment of insurers								
Appointment of bankers and investment managers								
Receive the statutory annual accounts						Members		
Approve the statutory annual accounts								
Approval to merge ACAs	ACA rep				RED	DGS		
<b>Data Breaches</b>								
Point of contact for all data breach notifications						DPO		
Lead on data protection breach investigations		DBRC			ROD/DROD	DPO		
Report data breaches to ICO						DPO		

	Board of Trustees	Committee	CEO	ELT members	Regional Directors	Other	Headteacher	Ambassadors
Retrospectively assess the breach investigation and outcomes		ARC			ROD/DROD			
Report on outcome of breach to Board				COO		DPO		
Communication point for pupils and parents in relation to data breaches				NDE				
Responsible for ensuring the security of the Trust's ICT infrastructure in relation to data breaches				COO				
Decision and action on whether to report a data breach to the Education and Skills Funding Agency		DBRC						
<b>PEOPLE DECISIONS<sup>19</sup>:</b>								
<b>National retention, development and recruitment</b>								
Approve National Recruitment and development strategy		PC		PODD & COO	RED ROD/DROD			
Approve Regional Recruitment and development strategy					RED ROD/DROD			
Approve annual cost of living pay award for all staff		RC/FC		COO/CFO				
<b>Staffing Structures (within approved budgets)</b>								
Approve staffing structure at National Level		PC						
Approve staffing structure at Regional Level					RED ROD/DROD			
Approve staffing structure at Academy Level					(via RAB)			
<b>Appointment<sup>20</sup> and removal<sup>21</sup> of...</b>								
CEO								
ELT Members								
Head of Internal Audit		ARC CHAIR						
Chair of the Board								
National Team Staff								
Regional Education Directors					NDE			
Regional Operations Directors					COO			
Regional Team Members including operations staff								
Headteachers <sup>22</sup>					NDE	RED/DRED		
Academy Senior Leadership Team					NDE	RED/DRED		
Academy Teaching staff including SENCO, DSL & SPOC and education support staff <sup>23</sup> .						RED/ROD/DRED		
Academy operations support staff						ROD/DROD		

	Board of Trustees	Committee	CEO	ELT members	Regional Directors	Other	Headteacher	Ambassadors
<b>Line Management<sup>24</sup> of...</b>								
CEO	Chair							
ELT Members								
National Team Staff								
Regional Education Directors				NDE				
Regional Operations Directors				COO				
Regional Team Members								
Headteachers					RED			
Academy Senior Leadership Team								
Academy Teaching staff and education support staff.								
Academy operations support staff					ROD/DROD			
<b>Approve/Monitor Pay Progression<sup>25</sup> of...</b>								
CEO	Chair	RC						
ELT Members		RC						
Extended ELT members		RC						
National Team Staff								
Regional Education Directors		RC		NDE				
Regional Operations Directors		RC		COO				
Regional Team Members				NDE / COO				
Headteachers		RC		NDE	RED			
Academy Senior Leadership Team					RED			
Academy Teaching staff, and education support staff.					RED			
Academy operations support staff.					ROD/DROD			
<b>Settlement Agreements<sup>26</sup></b>								
All staff		PC & RC Chairs						
<b>Suspension of<sup>27</sup></b>								
CEO	Chair	PC chair						
ELT Members	Chair	PC chair						
National Team Staff		PC chair						
Regional Directors		PC chair						
Regional Team Members								

	Board of Trustees	Committee	CEO	ELT members	Regional Directors	Other	Headteacher	Ambassadors
Headteachers		PC chair			RED			
Academy Educational Senior Leadership Team					RED			
Academy Teaching staff and education support staff.					RED			
Academy operations support staff					ROD/DROD			
<b>COMPLAINTS, HEARINGS, APPEALS AND PANELS</b>								
<b>Deals with formal parental or external complaints<sup>28</sup> (Stage 2 of policy) against....</b>								
Chair of the Board		Vice chair				Co Sec		
Trustees		Chair				Co Sec		
CEO		PC member						
ELT Members								
National Team Staff								
Regional Education Directors								
Regional Operations Directors								
Regional Team Members								
Headteachers					RED			
Academy Senior Leadership Team								
Academy Teaching staff and education support staff								
Academy support staff and regional operations staff					ROD/DROD			
<b>Stage 3 Parental or external complaints against...</b>								
CEO / ELT members	Three trustees							
National Team Staff								
RED / ROD								
Regional Team Members								
Headteachers								
Academy Senior Leadership	RED with 2 independent panellists, one of which must be an ambassador. The RED will Chair the panel and will be the RED							
Academy Teaching staff including education support staff	for the region, unless they have had prior involvement in the case.							
Academy support staff and regional operations staff	ROD, with 2 independent panellists, one of which must be an ambassador. The ROD will Chair the panel and will not be the							
	ROD for the region in which the complaint against the academy support staff is employed within.							
<b>Disciplinary Hearings<sup>29</sup> of...</b>								
CEO		PC member						
ELT Members		PC member						
National Team Staff								

	Board of Trustees	Committee	CEO	ELT members	Regional Directors	Other	Headteacher	Ambassadors
Regional Education Directors				DCEO				
Regional Operations Directors				DCEO				
Regional Team Members								
Headteachers					RED <sup>30</sup>			
Academy Senior Leadership Team					RED <sup>31</sup>			
Academy Teaching staff and education support <sup>32</sup>								
Academy operations support staff					ROD/DROD <sup>33</sup>			
<b>Formal Hearings<sup>34</sup> for Grievance claims made by...</b>								
CEO		ARC member						
ELT Members		ARC member						
National Team Staff								
Regional Education Directors		PC member						
Regional Operations Directors		PC member						
Regional Team Members				NDE/COO				
Headteachers					RED <sup>35</sup>			
Academy Senior Leadership Team					RED <sup>36</sup>			
Academy Teaching staff and education support staff					RED			
Academy operations support staff					ROD/DROD			
<b>Staff<sup>37</sup> appeals from...</b>								
CEO / ELT members	Three trustees							
National Team Staff								
Regional Directors								
Regional team members								
Headteachers								
Academy Senior Leadership	Executive leadership team member, with two Ambassadors not from the academy							
Academy teaching, education support, academy support & regional ops	RED or ROD, with 2 Ambassadors <sup>38</sup>							
<b>Staff pay award appeals<sup>39</sup></b>								
Academy Senior Leadership	Executive leadership team member, with two Ambassadors not from the academy							
Academy teaching, education support, academy support, regional operations and national staff								
<b>Appeals against use of General Annual Grant</b>	3 Trustees							
<b>Appeals against pooling of General Annual Grant</b>	In line with Pooling of Reserves policy							

## POLICIES

Policy name	Review period	Approved by	ELT owner	Category
Pensions Auto Enrolment Policy	2 years	ELT	Chief Financial Officer	Employment
Social Media Policy	2 years	ELT	Director of Governance	Employment
Managing Changing Staffing Needs Policy	2 years	ELT	Chief Operations Officer	Employment
Maternity, Paternity, Adoption, Parental and Shared Parental Leave Policy	2 years	Personnel	Chief Operations Officer	Employment
CCTV policy		Audit	Chief Operations Officer	Operations
Time off in lieu (TOIL) policy		ELT	Chief Operations Officer	Operations
Teacher Appraisal Policy	Annual	Remuneration	Chief Operations Officer	Employment
Teacher Pay Policy	Annual	Remuneration	Chief Operations Officer	Employment
Special Leave Policy	2 years	ELT	Chief Operations Officer	Employment
Alcohol and other Substance Misuse Policy	2 years	ELT	Chief Operations Officer	Employment
Charging and Remissions Policy	2 years	Finance	Chief Financial Officer	Operations
Concerns and Complaints Policy	2 years	Education	National Director of Education	Education
Conflicts of Interest Policy	2 years	ELT	Chief Financial Officer/Director of Governance	Operations
Freedom of Information Policy	2 years	Audit	Director of Governance & Strategy	Operations
Gifts and Hospitality Policy	2 years	ELT	Director of Governance & Strategy	Operations
Government Card Procurement Policy	2 years	ELT	Chief Financial Officer	Operations
ICT Usage Policy	2 years	ELT	Chief Operations Officer	Operations
Lettings Policy	2 years	ELT	Chief Financial Officer	Operations
Treasury Management Policy	Annual	ELT	Chief Financial Officer	Operations
Trips and Visits Policy	2 years	ELT	National Director of Education	Education
Trustee and Ambassadors Expense Policy	2 years	Finance	Director of Governance & Strategy	Operations
Health and Safety Policy	Annual	Audit	Chief Operations Officer	Operations
Mini bus policy	2 years	ELT	Chief Operations Officer	Operations
Child Protection and Safeguarding Policy	Annual	Education	National Director of Education	Education
Special Educational Needs and Learning Policy	Annual	Education	National Director of Education	Education
Whistleblowing Policy	2 years	Audit	CEO	Operations

Policy name	Review period	Approved by	ELT owner	Category
Disciplinary Policy and Procedure	2 years	Personnel	Director of Governance & Strategy	Employment
Grievance Policy and Procedure	2 years	Personnel	Director of Governance & Strategy	Employment
Sickness Management Policy	2 years	ELT	Chief Operations Officer	Employment
Attendance for learning Policy	2 years	ELT	National Director of Education	Education
Provider access policy (template)	2 years	ELT	Chief Operations Officer	Operations
Acceptable use of mobile phones	2 years	ELT	National Director of Education	Education
Online Safety Policy	2 years	ELT	Chief Operations Officer	Education
Procurement Policy	2 years	ELT	Chief Financial Officer	Operations
Curriculum Policy (Secondary)	2 years	ELT	National Director of Education	Education
Marking & Feedback (Primary)	2 years	ELT	National Director of Education	Education
Pupil Premium Policy	2 years	ELT	National Director of Education	Education
Teaching & Learning Policy (Secondary)	2 years	ELT	National Director of Education	Education
Data Breach Policy	2 years	Audit	Director of Governance & Strategy	Operations
Data Protection Policy	2 years	Audit	Director of Governance & Strategy	Operations
Information and Records Retention Policy	2 years	Audit	Director of Governance & Strategy	Operations
Information Security Policy	2 years	Audit	Director of Governance & Strategy	Operations
Staff Expenses Policy	3 years	ELT	Chief Financial Officer	Operations
Capability Policy	2 years	Personnel	Director of Governance & Strategy	Employment
Code of Conduct	2 years	Personnel	Chief Operations Officer	Employment
Flexible Working Policy	2 years	Personnel	Director of Governance & Strategy	Employment
Relationships and Sex Education Policy (Secondary)	2 years	Education	National Director of Education	Education
Support Staff Appraisal Policy	2 years	ELT	Director of Governance & Strategy	Employment
Curriculum Policy (Primary)	2 years	ELT	National Director of Education	Education



Policy name	Review period	Approved by	ELT owner	Category
Administration of medicines / support for children with medical needs	2 years	Education	National Director of Education	Education
Behaviour and Anti-Bullying Policy	2 years	Education	National Director of Education	Education
Homework Policy (Primary)	2 years	ELT	National Director of Education	Education
Homework Policy (secondary)	2 years	ELT	National Director of Education	Education
SCR Personal Files Policy	2 years	ELT	National Director of Education	Education
Equality and Diversity Policy	2 years	Personnel	Director of Governance & Strategy	Employment
Dignity at Work Policy	3 years	Personnel	Director of Governance & Strategy	Employment
Reference Policy	3 years	ELT	Director of Governance & Strategy	Employment
Relationships and Sex Education Policy (Primary)	3 years	Education	National Director of Education	Education
LGPS Discretions Policy	3 years	Fin/Pers	Chief Financial Officer	Employment
Recruitment and Selection Policy	3 years	ELT	Director of Governance & Strategy	Employment
Uniform Policy (template)	3 years	ELT	National Director of Education	Education
Equal Opportunities Policy	4 years	Personnel	Director of Governance & Strategy	Education
Admissions Policy	Annual	Academy	n/a	Education

- 
- <sup>1</sup> Please note that where a particular role is not specified e.g. 'Regional Director', this can be any member of staff at this level, e.g. Regional Education Director or Regional Operations Director. When both RED and ROD are listed, each leads their respective areas of work – Education (education/teaching matters) and Operations (operations inc finance/support staff matters).
- <sup>2</sup> Responsible for academy and regional education Staff
- <sup>3</sup> Responsible for academy and regional operational staff including support staff
- <sup>4</sup> Where a time imperative means that it is impractical to wait until the next RAB meeting, approval must be sought in writing from the relevant approver and reported at the beginning of the next meeting.
- <sup>5</sup> Where a time imperative means that it is impractical to wait until the next RPB meeting, approval must be sought in writing from the relevant approver and reported at the beginning of the next meeting.
- <sup>6</sup> Please note that this will include all aspects of the curriculum, including subject range, examination board and learning time e.g. length of the school day. However, all decisions made in relation to academy curriculum must be in line with any nationally determined frameworks, for example specific examination boards for core subjects as approved by the Board of Trustees.
- <sup>7</sup> Process includes: (a) academy data lead submitting summary census information to HT and regional data lead (at the same time); (b) HT and regional data lead submitting QA'd recommendation to RED for approval; (c) RED approval of data; (d) HT submitting approved information to DfE, copying in to the corporate insights manager in the national team.
- <sup>8</sup> For exclusion panels, see the complaints, hearings appeals and panels section
- <sup>9</sup> Must report to RED within same working day.
- <sup>10</sup> The appropriate Regional System Leader must be consulted on all decisions to permanently exclude a pupil. Process includes: (a) academy data lead submitting summary census information to HT and regional data lead (at the same time); (b) HT and regional data lead submitting QA'd recommendation to RED for approval; (c) RED approval of data; (d) HT submitting approved information to DfE, copying in to the corporate insights manager in the national team. A DRED can chair the panel if delegated by the regional RED.
- <sup>11</sup> Unless specified, the decision to close a school can only be approved by the trustees
- <sup>12</sup> When closure is required due to adverse weather conditions, the decision will be co-ordinated between the RED/ROD and headteacher following E-ACT internal process checklists e.g. snow pyramid
- <sup>13</sup> All legal advice should be sought under direction of an authorised person.
- <sup>14</sup> The scheme of financial delegation is based on expenditure based on the approved annual budget. Any out of budget expenditure must be escalated to the Chief Financial Officer for approval.
- Adherence to these limits is the responsibility of the signatory/ies and attempts to avoid the application of a particular threshold may result in disciplinary proceedings. Expenditure rules must not be circumnavigated deliberately or unintentionally through split invoicing, splitting contracts, etc. which may exceed an individual's limits.
  - All approvals must be made in line with E-ACT's procurement guidelines and the ESFA Academies Financial Handbook
  - No authority is delegated where the normal delegated authority has a pecuniary or other interest, as determined through their Register of Interest declarations, or where the decision would mean the academy or Trust would fail to stay within its budget. An approved budget is one approved by the E-ACT Board, except where virements or budget variances have been agreed.
  - There may be occasions where the Chair of the Board may be required to take a decision on behalf of the Board where a time imperative precludes awaiting the next Board meeting. In these cases, the Chair of the Board will consult with the Chair of the Finance Committee, and any action taken will be reported at the next Board meeting.
- <sup>15</sup> Except those which would commit the academy / region / national team to an increase in its budget in any subsequent financial year and except any interest in land or property.
- <sup>16</sup> Operating leases only. Finance leases must not be entered into. All leases over 12 months to be approved by the Chief Financial Officer. All documents relating to lease agreements must be copied to the legal and procurement officers at national level for E-ACT records. Please note prior ESFA must be considered in certain cases
- <sup>17</sup> All budget monitoring variances to be scrutinized and action plan agreed by meeting following variance.
- <sup>18</sup> Prior to approval please notify the Chief Financial Officer who will check the benefit, insurance and tax position. Please refer to AFH for contracts that cannot be signed e.g ones with indemnities and guarantees
- <sup>19</sup> For grievance/disciplinary hearings see the complaints, hearings appeals and panels section
- <sup>20</sup> The PC must be informed of all significant leadership appointments including Regional Education Directors, Regional Operations Directors, headteachers and senior national team members
- <sup>21</sup> Removals relates to dismissal not instigated by misconduct. I.e appointees dismissed within probation, or the first two years of employment
- <sup>22</sup> The Chair of Ambassadors or another academy ambassador must sit on one of the interview panels for the headteacher. If no Ambassador member available for that academy, another Chair from the region can be asked to sit on the panel
- <sup>23</sup> The ROD must approve academy teaching staff etc appointments where there is a difference in pay grade that could have a detrimental effect on the budget.
- <sup>24</sup> All annual performance appraisals must be completed by 31 October each year. The relevant delegated officer must ensure that all of their national, regional and academy teams (both education and operation) have had their performance appraisal completed within this time period.
- <sup>25</sup> All pay progression approvals must be in line with approved national, regional and academy budgets for the respective year. The relevant ROD and / or Chief Financial Officer must therefore be involved in the process prior to the final approval being made. Automatic pay progressions do not need to be approved however they do need to be monitored to identify any areas of support needed. Approval is required for progression outside of band. Any pay progression which results in an individual having an annual total salary over £100k is to be approved by the personnel committee first.
- <sup>26</sup> No settlement agreements will be signed off for payment unless the CEO has given approval for the settlement offer to be made. All agreements must be formally reported to the next RC meeting. Any settlement agreements outside of statutory guidelines which are over the value of £15,000 must be approved by the RC chair before agreement and signature.
- <sup>27</sup> The relevant HR business partner must be consulted prior to suspension in order for full advice to be given, and the COO must be notified within the same working day as the suspension. Where the decision to suspend is against HR advice, the COO must be consulted before a final decision is confirmed. Please note that the ELT and CEO do not need to approve suspensions where authority to approve is granted at a lower level. However, the CEO and ELT may make suspensions at any level of the organisation. Please also note that where the suspension relates to the CEO, a member of ELT or headteacher following an investigation, a 24-hr cooling off period is required following presentation of evidence before the suspension is implemented.

<sup>28</sup> The delegated person dealing with stage 2 of the complaints policy may need to appoint an Investigating Officer to undertake an investigation and to present their findings in a report. Where an employee is involved in a complaint, the Investigating Officer must include an employee of senior status, or independent status (trustee), to the employee whom the complaint involves. When the complaint involves a member of the board of trustees this should first be sent to the company secretary to pass to either the Chair or the Vice Chair as applicable.

---

<sup>29</sup> Disciplinary hearings are made up of a single-person decision maker (as delegated), however the relevant HR business partner must be present to advise the decision maker where dismissal is a potential sanction. The delegated person hearing the disciplinary hearing must appoint an Investigating Officer to undertake the investigation and to present their findings to the disciplinary hearing. The Investigating Officer must be an employee of senior status, or independent status (trustee), to the employee whose misconduct is being investigated.

<sup>30</sup> The RED must be a RED from a different region from which the Headteacher works.

<sup>31</sup> The RED will normally be the RED from the same region in which the academy SLT member works.

<sup>32</sup> The Headteacher cannot be the disciplinary decision maker if they have had any involvement in the case, e.g. if they have been interviewed as a witness during the investigation.

<sup>33</sup> The ROD must be from a different region from which the academy support staff members works in.

<sup>34</sup> Grievance hearings are made up of a single-person decision maker (as delegated). The delegated person hearing the grievance hearing may need to appoint an Investigating Officer to undertake the investigation and to present their findings at the grievance hearing. The Investigating Officer must include an employee of senior status, or independent status (trustee), to the employee who has received a grievance against them. In all cases listed, if the grievance is against the person delegated to hear the grievance (eg. If an academy staff member makes a grievance against the headteacher), the grievance will be heard by the next level up on the scheme of delegated authority.

<sup>35</sup> The RED must be a RED from a different region from which the headteacher works.

<sup>36</sup> The RED will normally be the RED from the same region in which the academy SLT member works.

<sup>37</sup> The HR partner must be present to advise where the appeal is against a dismissal made by at the disciplinary hearing stage. Staff appeals encompass the following areas: Flexible working, Grievance, Disciplinary, Sickness management, Capability policy and Managing changing staffing needs

<sup>38</sup> The RED or ROD will Chair the panel. The RED/ROD will **not** be from the region in which the employee works, and will have no prior knowledge of the case.

<sup>39</sup> Unless specified, pay award appeals are heard by three trustees, not involved in the initial pay award approval, nor sitting on the personnel committee