



E-ACT Scheme of Delegation

This policy was approved by Trustees as follows –

Board of Trustees	Approved 7th July 2021 for implementation from 1st September 2021.
Frequency of review	Annually
ELT Owner: Chief Executive Officer	Author: National Director of Governance and Risk

Key

	Power of Authority or Delegated Authority
	Must be part of consultation process and recommended by
AMB	Ambassadors
ARC	Audit & Risk Committee
CEO	Chief Executive Officer
CFO	Chief Financial Officer
COO	Chief Operating Officer
CoSEC	Company Secretary
DBRC	Data Breach Response Committee
DCA	Director of Curriculum & Assessment
DDPO	Deputy Data Protection Officer
DoC	Trust-wide Director of Communications
DPO	Data Protection Officer
ECD	Estates & Commercial Director
EDU	Education Committee
FIN	Finance Committee
NDE	National Director of Education
NDGR	National Director for Governance & Risk
PER	Personnel Committee
PODD	People & Organisational Development Director
RED	Regional Education Director
REM	Remuneration Committee
RFL	Regional Finance Lead (or recognised equivalent)
ROD	Regional Operations Director

1	Decision/ Responsibility	Board of Trustees	Committee	CEO	ELT	Regional Staff	Other	Headteacher	Ambassadors
2	Education Decisions:								
3	Approve national education strategy		EDU			RED & ROD			
4	Approve trust-wide curriculum statement and framework		EDU		NDE	RED	DCA		
5	Approve trust SEF				NDE	RED			
6	Approve regional SEF				NDE	RED & ROD			
7	Approve academy SEF					RED			
8	Approve trust educational targets		EDU		NDE	RED			
9	Approve regional education targets		EDU		NDE	RED			
10	Approve academy education targets		EDU		NDE	RED			
11	Approve trust-wide pupil premium strategy and finance work		EDU		NDE	RED & ROD			
12	Approve regional strategy for pupil premium expenditure				NDE	RED & ROD			
13	Approve academy strategy for pupil premium expenditure					RED			
14	Approval of academy census information prior to DfE submission					RED & ROD			
15	Pupil Exclusions								
16	Decision to issue a fixed term exclusion (consulted on the same day)					RED			
17	Decision to permanently exclude, pending panel meeting. All consultations needed.				NDE	RED			
18	Annual Education Reports								
19	Approval of national annual pupil and sports premium impact reports		EDU		NDE	RED			
20	Approval of regional annual pupil and sports premium impact reports				NDE	RED			
21	Approval of academy annual pupil and sports premium impact reports					RED & ROD			
22	Approval of national SEND impact report		EDU		NDE	RED			
23	Approval of regional SEND impact report				NDE	RED			
24	Approval of academy SEND impact report					RED & ROD			
25	School Closures								
26	Decision to close for health & safety reasons					RED & ROD			
27	Decision to close for any unplanned reason				NDE	RED			
28	Operational Decisions:								
29	New Academies								
30	Contact with NSC & RSCs to discuss potential new academy work								
31	Approval or progress to due diligence								
32	Approval to sign and issue MoU of transfer to E-ACT								
33	Risk								
34	Scrutiny of corporate risk register		Committees						
35	Scrutiny of regional risk registers				Service Areas				
36	Scrutiny of academy risk registers					RED & ROD			
37	Approval of trust risk appetite		ARC		NDGR				
38	Approval of trust-wide risk framework		ARC		NDGR				
39	Premises/Asset Management								
40	Approval or Rejection of proposals for the acquisition/disposal of land/buildings		FIN		COO		ECD		
41	Approval of major capital works and long-term building projects based upon conditions.		FIN		COO		ECD		
42	Health & Safety								

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1	Decision/ Responsibility	Board of Trustees	Committee	CEO	ELT	Regional Staff	Other	Headteacher	Ambassadors
43	Authority to take action required to ensure that all H&S policies and procedures are being adhered to at national level				COO				
44	Authority to take action required to ensure that all H&S policies and procedures are being adhered to at regional level					ROD			
45	Authority to take action required to ensure that all H&S policies and procedures are being adhered to at academy level								
46	Legal								
47	Authority to seek legal advice from E-ACT's procured solicitors 13					ROD	DPO, CoSEC, ECD		
48	Freedom of Information								
49	Authority to submit FOI responses on behalf of E-ACT						DPO& DDPO		
50	Information Submission								
51	Delegation of quality assurance and submission of accurate PowerBI information to the national team as requested.					RED & ROD			
52	Communications								
53	Approval of press released identified as a risk to E-ACT's reputation (academy, regional or national level)						DoC		
54	Approval of all press responses at national level						DoC		
55	Approval of all press responses at regional and/or academy level					ROD	DoC		
56	Approval of any commissioned writing/opinion pieces for external parties from E-ACT staff						DoC		
57	Delegations to quality assure all academy websites within the regions to ensure they are fully compliance with Ofsted and regulatory requirements.					ROD	DoC		
58	IT								
59	Approval of national IT strategy				COO				
60	Approval of regional IT strategy				COO	ROD			
61	Operational Value for Money								
62	Approval of national value for money operational projects		FIN		CFO				
63	Approval of regional value for money operational projects				COO	ROD			
64	Financial Decisions:								
65	Staff Appointments								
66	Any staff hire with an annual salary exceeding the maximum DfE pay point (L43) per annum, permanent or temporary.		REM		CFO				
67	Any national hire outside of agreed budget				CFO				
68	Any regional hire outside of agreed budget					ROD	RFL		
69	any academy staff hire or salary increases outside of agreed budget					ROD	RFL		
70	all academy staff within agreed budget					ROD	RFL		
71	Staff Reorganisations								
72	Any re-organisation exceeding £100k		FIN & PER						
73	Any re-organisation exceeding £100k and involving staff consultation or potential redundancy costs				CFO				
74	Any re-organisation exceeding £100k not involving staff consultation or potential redundancy costs					RED & ROD			
75	Decision to Purchase Supplies, Services and Works, including Leases in Budget								

1	Decision/ Responsibility	Board of Trustees	Committee	CEO	ELT	Regional Staff	Other	Headteacher	Ambassadors
76	Expenditure over £100,000		Chair FIN						
77	Expenditure over £25,000 and up to £100,000.				CFO				
78	Expenditure over £5,000, or £10,000 for works, up to £25,000					ROD			
79	Expenditure over £1,000 and up to and including £5,000 for decisions to purchase goods, services and works.						RFL		
80	Expenditure up to and including £1,000 for decisions to purchase goods, services and works.						RFL		
81	Approval of SSJs within delegated signing limits.					ROD			
82	Decision to Agree to an Operating Lease (in budget)								
83	Lifetime value of £100k or more								
84	Lifetime value of over £25,000 and up to £100,000				CFO				
85	Lifetime value of over £5,000 and up to £25,000					ROD			
86	Lifetime value of up to £5,000						RFL		
87	Finance lease are not permitted								
88	Identification of Lease Type				CFO	ROD			
89	Virements and Budget Variances and Out of Budget Spend								
90	Out of budget expenditure over £100k				CFO				
91	Out of budget expenditure up to £100k				CFO				
92	Approve action plan for any budget monitoring variances greater than £100k or 5% (whichever is lower) of overall budget				CFO				
93	All virements over £25k and up to £100k				CFO				
94	All virements over £5k and up to £25k to be subject to approval by the Regional Operations Director					ROD			
95	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.						RFL		
96	Authorise Contract (in budget)								
97	Any contract with a maximum value exceeding £100,000 or exceeding a five-year term		FIN						
98	Any contract with a maximum total value between £5,000 and £100,000 and up to a 5-year term				CFO				
99	When the contract is a Deed, involves a TUPE transfer, a Lease, an E-ACT indemnity, a guarantee or warranty to a third party				CFO				
100	Any contract where the maximum value of the contract will be between £2,501 and £5,000 with a term not exceeding three years, except when the contract is a Deed, a lease, an automatic roll-over/renewal, an E-ACT indemnity, a guarantee or warranty to a third party or involves a TUPE transfer.					ROD			
101	Contract with a value upto £2,500 and a term of less than 1 year.						RFL		
102	Any income exceeding £50,000 per year		FIN						
103	Any supply to third parties (other than renting hall or gym space and equipment). Consultation for tax and insurance implications.				CFO	ROD	RFL		
104	Bank Accounts								
105	Opening New Bank Accounts		Chair FIN		CFO				
106	Closing any bank account, investment or saving account.		Chair FIN		CFO				
107	Expenses								

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1	Decision/ Responsibility	Board of Trustees	Committee	CEO	ELT	Regional Staff	Other	Headteacher	Ambassadors
108	Approval of trustee expenses	Chair							
109	Approval of Chair's expenses	Vice Chair							
110	Approval of CEO expenses	Chair							
111	Approval of ELT expenses								
112	Governance Decisions:								
113	Approve amendments to Memorandum & Articles, subject to Charity Commission and DfE approval as appropriate				NDGR		MEMBERS		
114	Approve a Scheme of Delegation of powers from the Board to sub-committees and officers as appropriate				NDGR		CoSEC		
115	Approve statutory policies		COMMITTEES						
116	Authority to direct academies to comply with organisational policy or statutory requirements in relation to the remit of their role								
117	Appointment of Members						MEMBERS		
118	Appointment of Trustees exceeding 12						MEMBERS		
119	Appointment of Trustees below 12 in total number								
120	Appointment of Committee Chairs								
121	Appointment of Academy Chairs of Ambassadors	CHAIR				RED			
122	Appointment of Academy Ambassadors				NDGR	RED			
123	Approval to join together Academy Ambassador teams	AMB Rep			NDGR	RED			
124	Appointment & removal of external auditor		ARC				MEMBERS		
125	Appointment of insurers								
126	Appointment of bankers and investment managers								
127	Receive the statutory annual accounts						MEMBERS		
128	Approve the statutory annual accounts								
129	Data Breaches								
130	Point of contact for all data breach notifications						DPO		
131	Lead on data protection breach investigations				DBRC	ROD	DPO		
132	Report data breaches to ICO						DPO		
133	Retrospectively assess the breach investigation and outcomes		ARC		COO	ROD			
134	Report on outcome of breach to Board				COO		DPO		
135	Communication point for pupils and parents in relation to data breaches				NDE				
136	Responsible for ensuring the security of the Trust's ICT infrastructure in relation to data breaches				COO				
137	Decision and action on whether to report a data breach to the ICO				DBRC		DPO		
138	People Decisions:								
139	National Recruitment, Retention and Development								
140	Approve National Recruitment and development strategy		PER		PODD	RED & ROD			
141	Approve Regional Recruitment and development strategy				PODD	RED & ROD			
142	Approve annual cost of living pay award for all staff		REM & FIN		CFO				
143	Staffing Structures (within approved budgets)								
144	Approve staffing structure at National Level		PER		PODD				
145	Approve staffing structure at Regional Level				PODD	RED & ROD			
146	Approve staffing structure at Academy Level					RED & ROD			
147	Appointment and removal (outside of probation periods) of...								

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1	Decision/ Responsibility	Board of Trustees	Committee	CEO	ELT	Regional Staff	Other	Headteacher	Ambassadors
148	CEO								
149	ELT Members								
150	Head of Internal Audit		Chair ARC						
151	Chair of the Board								
152	National Team Staff								
153	Regional Education Directors				NDE				
154	Regional Operations Directors				COO				
155	Regional Team Members including operations staff					RED & ROD			
156	Headteachers					RED			
157	Academy Senior Leadership Team				NDE	RED			
158	Academy Teaching staff including SENCO, DSL & single point of contact and education support staff					RED			
159	Academy operations support staff					ROD			
160	Line management of...								
161	CEO	CHAIR							
162	ELT Members								
163	National Team Staff								
164	Regional Education Directors				NDE				
165	Head of Internal Audit		Chair ARC						
166	Regional Operations Directors				COO				
167	Regional Team Members					RED OR ROD			
168	Headteachers					RED			
169	Academy Senior Leadership Team					RED			
170	Academy Teaching staff and education support staff.					RED			
171	Academy operations support staff					ROD			
172	Approve/Monitor Pay Progression of...								
173	CEO		REM						
174	ELT Members		REM						
175	Extended ELT members		REM						
176	National Team Staff								
177	Regional Education Directors		REM		NDE				
178	Regional Operations Directors		REM		COO				
179	Regional Team Members				NDE/COO	RED & ROD			
180	Discretionary payments up to £10,000		Chair REM						
181	Discretionary payments exceeding £10,000		REM						
182	Headteachers				NDE	RED			
183	Academy Senior Leadership Team					RED			
184	Academy Teaching staff, and education support staff.					RED			
185	Academy operations support staff.					ROD			
186	Settlement Agreements								
187	All staff up to £15,000 (excluding PILON)		Chair REM		PODD				
188	All staff with a payment between £15,000 & £45,000 (excluding PILON)		REM						
189	All staff with a payment exceeding £45,000 (excluding PILON)						ESFA		
190	Suspension of...								
191	CEO	Chair	Chair PER						
192	ELT Members	Chair	Chair PER						
193	National Team Staff		Chair PER		PODD				

1	Decision/ Responsibility	Board of Trustees	Committee	CEO	ELT	Regional Staff	Other	Headteacher	Ambassadors
194	Head of Internal Audit		Chair ARC						
195	Regional Directors				PODD	RED & ROD			
196	Regional Team Members				PODD				
197	Headteachers				PODD	RED			
198	Academy Educational Senior Leadership Team				PODD	RED			
199	Academy Teaching staff and education support staff.				PODD	RED			
200	Academy operations support staff				PODD	ROD			
201	Complaints, Hearings, Appeals & Panels								
202	Dealing with Parental Complaints & External Complaints Stage 2 against:								
203	Chair of the Board	Vice Chair							
204	Trustees	Chair							
205	CEO		Chair PER						
206	ELT Members								
207	National Team Staff								
208	Regional Education Directors								
209	Regional Operations Directors								
210	Regional Team Members								
211	Headteachers					RED			
212	Academy Senior Leadership Team								
213	Academy Teaching staff and education support staff								
214	Academy support staff and regional operations staff					ROD			
215	Hearing Stage 3 complaints against:								
216	CEO / ELT members	Panel of three trustees without prior involvement or discussion							
217	National Team Staff								
218	RED / ROD								
219	Regional Team Members								
220	Headteachers	RED from different region, as Chair, with 2 independent panellists, one must be an ambassador from a different academy or regions							
221	Academy Senior Leadership								
222	Academy Teaching staff including education support staff	RED from same region, unless prior involvement, with 2 independent panellists, one must be an ambassador from a different academy or regions							
223	Academy support staff and regional operations staff	ROD from same region, unless prior involvement, with 2 independent panellists, one must be an ambassador from a different academy or regions							
224	Disciplinary Hearings of... Single Panel Decision Maker	The investigating officer must be fully independent or senior to the person being investigated.							
225	CEO		Member PER						
226	ELT Members		Member PER or CEO						
227	National Team Staff								
228	Regional Education Directors								
229	Regional Operations Directors								
230	Regional Team Members								
231	Headteachers					RED different region			
232	Academy Senior Leadership Team					RED			
233	Academy Teaching staff and education support							No previous involvement	

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1	Decision/ Responsibility	Board of Trustees	Committee	CEO	ELT	Regional Staff	Other	Headteacher	Ambassadors
234	Academy operations support staff					ROD different region			
235	Formal Hearings for Grievance claims made against... Single Panel Decisions Maker	The investigating officer must be fully independent or senior to the person being investigated.							
236	CEO		Member ARC						
237	ELT Members		Member ARC or CEO						
238	National Education Team Staff								
239	National Operations Team Staff								
240	Regional Education Directors								
241	Regional Operations Directors								
242	Regional Team Members								
243	Headteachers					RED different region			
244	Academy Senior Leadership Team					RED			
245	Academy Teaching staff and education support staff					RED			
246	Academy operations support staff					ROD different region			
247	Staff Appeals From								
248	CEO / ELT members	Three Trustees							
249	National Team Staff								
250	Regional Directors								
251	Regional team members								
252	Headteachers	One ELT member with two REDs from different regions.							
253	Academy Senior Leadership	One ELT member with two ambassadors from different academies.							
254	Academy teaching, education support, academy support & regional ops	RED or ROD with two ambassador from different academies.							
255	Staff Pay Award Appeals								
256	ELT and National Staff	Three Trustees not on REMCo or involved in decision making discussions							
257	Academy Senior Leadership	Once ELT member with two ambassadors from different academies.							
258	Academy teaching, education support, academy support, regional operations and national staff								
259	Appeals against use of General Annual Grant	Three Trustees							
260	Appeals against pooling of General Annual Grant	In line with Pooling of Reserves Policy							