

# E-ACT Scheme of Delegation



<b>This policy was approved by Trustees</b>	
<b>Board of Trustees</b>	Approved 4 July for 1 September 2023 to 31 August 2024
<b>Frequency of review</b>	Annually and reviewed in line with changes in Trust Policies
<b>ELT Owner: Chief Executive Officer</b>	Author: ELT/Governance Team

## Key



	<b>Power of Authority or Delegated Authority</b>
	<b>Must be part of consultation process and recommended by</b>
<b>AMB</b>	Ambassadors
<b>ARC</b>	Audit & Risk Committee
<b>CEO</b>	Chief Executive Officer
<b>CFO</b>	Chief Financial Officer
<b>COO</b>	Chief Operating Officer
<b>DBRC</b>	Data Breach Response Committee
<b>DDPO</b>	Deputy Data Protection Officer
<b>DPO</b>	Data Protection Officer
<b>DPPOD</b>	Director of People, Partnerships and Organisational Development
<b>ED</b>	Education Director
<b>EDU</b>	Education Committee
<b>FIN</b>	Finance Committee
<b>FL</b>	Functional Lead (or recognised equivalent)
<b>HHR</b>	Head of HR
<b>HoG</b>	Head of Governance
<b>NDE</b>	National Director of Education Primary/Secondary/SEND
<b>NDEst</b>	National Director of Estates
<b>NFL</b>	National Functional Lead (or recognised equivalent)
<b>PER</b>	Personnel Committee
<b>REM</b>	Remuneration Committee
<b>TCM</b>	Trust-wide Communications and Marketing



31	Approval of press releases identified as a risk to E-ACT's reputation (academy, operations or national level)				DPPOD / NDE				
32	Approval of all press responses at National\Academy level.				DPPOD / NDE				
33	Approval of any commissioned writing/opinion pieces for external parties from E-ACT staff				DPPOD				
34	Academy website compliance				DPPOD	EC's	TCM	h	
<b>IT</b>									
35	Approval Trust Digital strategy.				COO				
<b>Staff Appointments</b>									
36	Any staff hire beyond the equivalent of the top of the leadership pay scale. (L43)								
37	Any academy staff hire or salary increases outside of agreed budget				NDE's	ED	NFL		
38	All academy staff within agreed budget							r	
39	All operations staff within agreed budget				COO		FL		
<b>Staff Reorganisations</b>									
40	Any Trust wide re-organisation exceeding £100k - [use HR rules \ handbook], involving staff consultation or potential redundancy costs and involving staff consultation or potential redundancy costs - Teaching		FIN/PER		NDE's/DPPOD				
41	Any Trust wide re-organisation exceeding £100k - [use HR rules \ handbook], involving staff consultation or potential redundancy costs and involving staff consultation or potential redundancy costs - Non-teaching		FIN/PER		COO				
42	Any Trust wide re-organisation under £100k - [use HR rules \ handbook], involving staff consultation or potential redundancy costs and involving staff consultation or potential redundancy costs - Teaching				NDE's/DPPOD				
43	Any Trust wide re-organisation under £100k - [use HR rules \ handbook], involving staff consultation or potential redundancy costs and involving staff consultation or potential redundancy costs - Non-teaching				COO				
<b>Decision to Purchase Supplies, Services and Works, including Leases in Budget</b>									
44	All spend in excess of £250,000		FIN						
45	Spend from £100,000 to £250,000			CEO					
46	Spend from £50,000 to £100,000				CFO/COO				
47	Spend up to £50,000 (one off)*						Nat Leads	HT	
48	Spend up to £10,000 (one off)*					NFL	Nat Leads		
49	*HT may further delegate spend of £10,000 and below to senior academy staff. To be notified in writing to the finance lead.								
<b>Decision to Agree to an Operating Lease or Contract within Financial Limits</b>									
50	12 month lease or contract within delegated spend limits					NFL	FL	HT	
51	Up to 5 years lease or contract				CEO, COO or CFO				
52	Over 5 years lease or contract		FIN						
<b>Bank Accounts</b>									
53	Opening New Bank Accounts		Chair FIN		CFO				
54	Closing any bank account, investment or saving account.		Chair FIN		CFO				
<b>Expenses</b>									
55	Approval of Trustee expenses		Chair						
56	Approval of Chair's expenses		Vice Chair						
57	Approval of CEO expenses		Chair						
58	Approval of ELT expenses				CFO / COO				
59	Approve amendments to Memorandum & Articles, subject to Charity Commission and DfE approval as appropriate						MEMBERS		

Finance

60	Governance	Approve a Scheme of Delegation of powers from the Board to sub-committees and officers as appropriate						HoG			
61		Approve statutory policies						HoG			
62		Authority to direct academies to comply with organisational policy or statutory requirements in relation to the remit of their role									
63		Appointment of Members							MEMBERS		
64		Appointment of Trustees exceeding 12							MEMBERS		
65		Appointment of Trustees below 12 in total number							MEMBERS		
66		Appointment of Committee Chairs									
67		Appointment of Academy Chairs of Ambassadors	CHAIR					ED	HoG		
68		Appointment of Academy Ambassadors						ED	HoG		
69		Approval to join together Academy Ambassador teams						ED	HoG		
70		Appointment & removal of external auditor		ARC					MEMBERS		
71		Appointment of insurers									
72		Appointment of bankers and investment managers									
73		Receive the statutory annual accounts							MEMBERS		
74		Approve the statutory annual accounts									
75		Approve Trust full board agenda.	Chair						HoG		
76		Approve Trust committee meetings agendas							HoG		
77		Approve papers for board meetings	Chair						HoG		
78		Approval of exec action tracker items									
<b>Data Breaches</b>											
79		Point of contact for all data breach notifications					COO		DPO		
80		Lead on data protection breach investigations					DBRC		DPO		
81		Report data breaches to ICO following DBRC.					DBRC		DPO		
82		Retrospectively assess the breach investigation and outcomes		ARC			COO	FL	Head IT	HT	
83		Report on outcome of breach to Board		ARC			COO				
84		Communication point for pupils and parents in relation to data breaches					DPPD			HT	
85		Responsible for ensuring the security of the Trust's ICT infrastructure in relation to data breaches					COO		Head IT		
<b>Staffing Structures (within approved budgets)</b>											
86	Approve staffing structure at National Level										
87	Approve staffing structure at Operations Level					CFO		FL			
88	Approve staffing structure at Academy Level					NDE	ED	FL			
<b>Appointment and removal (outside of probation periods) of (HR must advise and support with the process):</b>											
89	CEO										
90	ELT Members										
91	Chair of the Board							MEMBERS			
92	National Team Staff					Rel ELT					
93	Education Directors					NDE					
94	Operations staff					COO	NFL				
95	Headteachers				o	NDE	ED				
96	Academy Senior Leadership Team						ED				
97	Academy Teaching staff including SENCO, DSL & single point of contact and education support staff						ED				
98	Academy operations support staff						NFL				
<b>Approve/Monitor Pay Progression inside of appointed scale</b>											
99	CEO		REM								
100	DCEO		REM								
101	ELT Members salary approval			CEO							



145	Personnel	ELT Members		Member PER or CEO						
146		National Team Staff								
147		Education Directors								
148		Operations staff			COO					
149		Headteachers				ED different academy				
150		Academy Senior Leadership Team				ED				
151		Academy Teaching staff and education support						No previous involvement		
152		Academy operations support staff				FL different academy				
		<b>Formal Hearings for Grievance claims made against: (Single Panel Decisions Maker)</b>		<b>The person appointed to be the investigating officer must be independent or senior to the person being investigated. e.g. HR lead attached to another academy</b>						
153		CEO		Member ARC						
154		ELT Members		Member ARC or CEO						
155		National Education Team Staff								
156		National Operations Team Staff								
157		Education Directors								
158		Operations Team Staff								
159		Headteachers				ED different academy				
160		Academy Senior Leadership Team				ED				
161		Academy Teaching staff and education support staff				ED				
162		Academy operations support staff				FL				
		<b>Staff Appeals From</b>								
163		CEO / ELT members	Three Trustees							
164		National Team Staff								
165		EducationDirectors								
166	Operations team members									
167	Headteachers	One ELT member with two EDs from different academy								
168	Academy Senior Leadership	One ELT member with two ambassadors from different academies.								
169	Academy teaching, education support, academy support & operations	RED or ELT with two ambassador from different academies.								
	<b>Staff Pay Award Appeals</b>									
170	ELT and National Staff	Three Trustees not on REMCo or involved in decision making discussions								
171	Academy Senior Leadership	Once ELT member with two ambassadors from different academies.								
172	Academy teaching, education support, academy support, operations and national staff									
173	Appeals against use of General Annual Grant	Three Trustees								
174	Appeals against pooling of General Annual Grant	In line with Pooling of Reserves Policy								