

# E-ACT Scheme of Delegation



<b>This policy was approved by Trustees</b>	
<b>Board of Trustees</b>	Approved 05.12.2023 for 6 December 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>BPs</b>	Business Partners (sometimes defined as Fin BP for eg)
<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>EC</b>	Education Coordinators
<b>ED</b>	Education Director
<b>EDU</b>	Education Committee
<b>FIN</b>	Finance Committee
<b>BP</b>	Business Partner
<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

	Decision/ Responsibility	Board of Trustees	Committee	CEO	ELT	National Staff	Other	Headteacher	Ambassadors
	<b>Education Strategy</b>								
1	Approve national education strategy	EDU	EDU						
2	Approve trust-wide curriculum statement and framework		EDU						
3	Approve academy SEF					ED			
4	Approve trust educational targets		EDU						
5	Approve academy education targets				NDE	ED			
6	Approve trust-wide pupil premium strategy and finance work		EDU		NDE	ED			
7	Approve academy strategy for pupil premium expenditure				NDE	ED			
8	Approval of academy census information prior to DfE submission, and other MIS based data					ED			
9	Decision on Academy Categorisation				NDE				
	<b>Pupil Exclusions</b>								
10	Decision to issue a FTE suspension (consulted on the same day)						SENDCo		
11	Decision to permanently exclude, pending panel meeting. All consultations needed.				NDE Pr Sc SEND	ED	SENDCo		
12	Membership of Independent Review Panel (IRP)						Independent	Independent	
	<b>Annual Education Reports</b>								
13	Approval of academy annual pupil and sports premium impact reports					ED			
14	Approval of national SEND impact report				NDESe	ED			
15	Approval of academy SEND information report				NDESe	ED			
	<b>School Closures</b>								
16	Decision to close for health & safety reasons				NDE's/COO	ED			
17	Decision to close for any unplanned reason				NDE's/COO	ED			
18	<b>New Academies</b>								
19	Contact with Director General and Regions Group to discuss potential new academy work								
20	Approval or progress to due diligence								
21	Approval to sign and issue CTA of transfer to E-ACT								
	<b>Risk</b>								
22	Scrutiny of corporate risk register and approval of Trust risk appetite.								
23	Scrutiny of academy risk registers				NDE's	ED			
24	Scrutiny of Ops functional RRs				COO	NFL			
	<b>Premises/Asset Management</b>								
25	Approval or Rejection of proposals for the acquisition/disposal of land/buildings (in line with Handbook Parameters)				COO				
26	Approval of SCA works and long-term building projects based upon conditions. (Subject to financial limits)		FIN		COO				
	<b>Health &amp; Safety</b>								
27	Authority to take action required to ensure that all H&S policies and procedures are being adhered to at national level				COO				
28	Authority to take action required to ensure that all H&S policies and procedures are being adhered to at academy level					NDEst / ED			
	<b>Legal</b>								
29	Authority to seek legal advice from E-ACT's procured solicitors				COO / CFO				
	<b>Freedom of Information</b>								
30	Authority to submit FOI responses on behalf of E-ACT				COO/CFO		HoG		
	<b>Communications</b>								
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		
<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	BPs		
38	All academy staff within agreed budget								
39	All operations staff within agreed budget				COO	NFLs			
<b>Staff Reorganisations - involving staff consultation or potential redundancy costs (refer to managing changing staff needs policy)</b>									
40	Any Trust wide re-organisation exceeding £150k - Teaching		FIN/PER		NDE's/DPPOD				
41	Any Trust wide re-organisation exceeding £150k - Non-teaching		FIN/PER		COO				
42	Any Trust wide re-organisation under £150k - Teaching				NDE's/DPPOD				
43	Any Trust wide re-organisation under £150k- Non-teaching				COO				
<b>Decision to Purchase Supplies, Services and Works, including Leases in Budget and in line with procurement policy</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)*					BPs			
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	BPs	HT	
	>12 month lease or contract but under £10,000					NFL	BPs	HT	
	>12 month lease or contract over £10,000				CEO, COO or CFO				
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		
60	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		

Finance

69	Governance	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	NFL/ Head of IT	BPs	HT	
83		Report on outcome of breach to Board	ARC			COO				
84		Communication point for pupils and parents in relation to data breaches				DPPPOD			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	NFL			
88		Approve staffing structure at Academy Level				NDE	ED	Fin BP		
<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				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					
102		National Team Staff								
103		Education Directors								
104	People	Functional Team Members				COO	NFL			
105		Discretionary payments up to £10,000								
106		Discretionary payments exceeding £10,000		REM						
107		Headteachers		REM		NDE	ED			
108		Academy Senior Leadership Team				NDE	ED			
109		Academy Teaching staff, and education support staff				NDE	ED			
110		Academy operations support staff				COO	NFL			
111		Approve annual cost of living pay award for all staff, in line with national award		PC/FIN		CFO				
<b>Settlement Agreements</b>										
112		All settlements that are contractual notice (PILON)				DPPPOD/ COO				

113		Non contractual up to £15,000				DPPOD/ COO			
114		All staff with a payment between £15,000 & £45,000 (excluding PILON)		REMCo		DPPOD/ COO			
115		All staff with a payment exceeding £45,000 (excluding PILON)		REMCo			ESFA		
<b>Suspension of (With guidance from Head of HR)</b>									
116		CEO	Chair	Chair PC				DPPOD	
117		ELT Members		Chair PC				DPPOD	
118		National Team Staff		Chair PC				DPPOD	
119		Education Directors				COO	NDE	DPPOD	
120		Operations staff				COO	NFL	DPPOD	
121		Headteachers			CEO	COO	ED	DPPOD	
122		Academy Educational Senior Leadership Team				COO	ED	DPPOD	
123		Academy Teaching staff and education support staff.				COO	ED	DPPOD	
124		Academy operations support staff				COO	NFL	DPPOD	
<b>Dealing with Parental Complaints Stage 2 against:</b>									
125		Chair of the Board	Vice Chair						
126		Trustees	Chair						
127		CEO		Chair PER					
128		ELT Members							
129		National Team Staff							
130		Education Directors							
131		Operations staff							
132		Headteachers				Capacity	ED		
133		Academy Senior Leadership Team							
134		Academy Teaching staff and education support staff							
135	<b>Governance</b>	Academy operations staff					NFL		
<b>Dealing with Parental Complaints Stage 3 against:</b>									
136		CEO / ELT members	Panel of three Trustees without prior involvement or discussion						
137		National Team Staff							
138		Education Director							
139		Operations staff							
140		Headteachers							
141		Academy Senior Leadership	ED from different academy, as Chair, with 2 independent panelists, one must be an ambassador from a different academy						
142		Academy Teaching staff including education support staff	ED from same region, unless prior involvement, with 2 independent panellists, one must be an ambassador from a different academy						
143		Academy support staff	FL from same academy, unless prior involvement, with 2 independent panellists, one must be an ambassador from a different academy						
		<b>Disciplinary Hearings of: (Single Panel Decision 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>						
144		CEO		Member PER					
145		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						BP - independent	
		<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	People	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						BP - independent		
		<b>Staff Appeals From</b>								
163		CEO / ELT members	Three Trustees							
164	National Team Staff									
165	Education Directors									
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								