

Scheme of Delegation

This document shows the level of delegated responsibility given to the Trust Board and its Committees, to the Chief Executive Officer and the Executive Team in respect of key aspects of the leadership and management of the Trust and its Colleges [*Academies*] and to ensure compliance with legal, regulatory and statutory requirements.

It should be read alongside the Trust's Committee Terms of Reference, Financial Regulations, Governance Policies and Standing Orders which covers all delegations of the Trust.

Delegations cannot be exercised other than by the designated Committee or individual, unless otherwise directed or agreed by the Trust Board; and though decisions may be delegated, the Trust retains overarching responsibility for all decisions made.

The Chair (or the Vice-Chair in absence of the Chair) has power (traditionally known as "Chair's Action") to make decisions on behalf of the Trust Board in exceptional circumstances where a delay in doing so would be:

- seriously detrimental to the interests of the Trust or and of its Colleges, and
- it would not be possible to postpone the decision until a meeting of Trust Board.

Exercise of this power must be compliant with the Trust's Financial Regulations.

Key

The abbreviations below indicate delegated power:

R	Responsible	The <u>project owner</u> who must ensure that the project is completed.
A	Accountable	Body <u>which is accountable in legal, regulatory or statutory terms</u> and has <u>control to assign and delegate work responsibilities</u> .
C	Consulted	Give input, help, advice, or opinion; offering valuable <u>subject matter expertise</u> .
S	Support	Provide <u>help and actively work with</u> the Responsible to complete the project.
I	Informed	Those who need to be kept in the loop; <u>informed about the progress every step of the way until completion</u> .

		<u>Members</u>	<u>Trust Board</u>	<u>Committee</u> Audit and Risk	<u>Committee</u> Educational Excellence	<u>Committee</u> Finance	<u>Committee</u> Nominations and Governance	<u>Committee</u> Remuneration	<u>Committee</u> Resources	<u>Chief Executive</u>	<u>Executive Group Teams</u>	<u>Executive College Teams</u>
ETHOS	Setting the vision of the Trust and its colleges	Informed	Accountable							Responsible	Supported	Supported
	Setting the strategy of the Trust and its colleges	Informed	Accountable							Responsible	Supported	Supported
	Setting the culture and values of the Trust and its colleges	Informed	Accountable							Responsible	Supported	Supported
GOVERNANCE	Establishing the Trust Board's governance structure including Committee terms of reference	Informed	Accountable and Responsible	Consulted	Consulted	Consulted	Supported	Consulted	Consulted	Consulted	Informed	Informed
	Appointing to the Trust Board's Committees including the Educational Excellence Committee		Accountable and Responsible	Consulted	Consulted	Consulted	Supported	Consulted	Consulted	Informed		
	Appointing the Committee Chairs annually		Accountable and Responsible	Consulted	Consulted	Consulted	Supported	Consulted	Consulted	Informed		
	Ensuring balanced and appropriate skill set at both Trust Board and Committee level	Informed	Accountable and Responsible	Consulted	Consulted	Consulted	Supported	Consulted	Consulted	Consulted		
	Appointing the Trustee Leads for Equality, Diversity and Inclusion, Health and Safety, People, Safeguarding, Whistleblowing, Careers Education, Sustainability, and SEND		Accountable and Responsible				Supported			Consulted		
EXECUTIVE	Appointing the Chief Executive Officer (CEO) and accounting officer	Informed	Accountable and Responsible					Consulted				
	Appointing Chief Financial Officer (CFO)	Informed	Accountable and Responsible					Consulted		Consulted		
	Appointing the Governance Professional (Clerk)	Informed	Accountable and Responsible	Informed	Informed	Informed	Informed	Consulted	Informed	Consulted	Informed	Informed
	Appointing the Company Secretary		Accountable and Responsible							Consulted		
COMPLIANCE	Appointing the Trust's external auditor	Accountable and Responsible	Informed	Consulted						Informed		
	Appointing the Trust's internal auditor		Accountable	Responsible						Informed	Informed	Informed
	Establishing controls framework including internal audit		Accountable	Responsible						Informed	Informed	Informed
	Maintaining the risk register		Accountable	Consulted						Responsible	Supported	Supported
	Managing conflicts of interest and related party transactions		Accountable and Responsible	Supported		Supported	Supported					
	Ensuring compliance with ESFA requirements		Accountable	Informed		Informed				Responsible	Supported	Supported
	Ensuring compliance with SEND Code of Practice		Accountable		Informed					Responsible	Supported	Supported
Ensuring compliance with equalities legislation	Informed	Accountable	Informed	Informed				Informed	Responsible	Supported	Supported	

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COMPLIANCE	Setting Trust safeguarding policies		Accountable		Consulted				Informed	Responsible	Supported	Supported
	Setting Trust health and safety policies		Accountable						Consulted	Responsible	Supported	Supported
	Setting Trust admission policies		Accountable		Consulted					Responsible	Supported	Supported
	Setting Trust behaviour and welfare policies including exclusion		Accountable		Consulted					Responsible	Supported	Supported
	Setting Trust finance policies including charging and remission, procurement		Accountable				Consulted			Responsible	Supported	Supported
	Setting Trust human resources policies		Accountable						Consulted	Responsible	Supported	Supported
CURRICULUM	Setting Trust approach to curriculum and assessment, with regard to statutory requirements		Accountable		Consulted					Responsible	Consulted	Supported
	Setting college improvement plans in line with Trust priorities				Informed					Accountable	Supported	Responsible
	Production and analysis of educational data									Accountable	Responsible	Responsible
	Delivering careers guidance, with regards to statutory requirements		Accountable		Informed					Responsible	Supported	Supported
	Engaging with parents		Informed		Informed					Accountable	Responsible	Responsible
FINANCE	Setting delegated authority limits for financial transactions		Accountable			Responsible			Consulted	Consulted	Informed	Informed
	Developing the Trust's budget including the individual colleges and the central Trust budgets		Accountable			Responsible			Consulted	Consulted	Informed	Informed
	Delivering monthly management accounts and forecasts		Informed			Informed				Accountable	Responsible	
	Managing the Trust's cash position		Informed			Informed				Accountable	Responsible	Supported
RESOURCES	Ensuring adequate insurance cover is in place			Informed						Accountable	Responsible	Supported
	Setting Trust safeguarding practices including appointing designated safeguarding lead		Informed		Informed					Accountable	Supported	Responsible
	Delivering annual report and accounts	Informed	Informed	Informed		Informed				Accountable	Responsible	Supported
	Carrying out disclosure and barring service checks		Informed						Informed	Accountable	Responsible	Supported
	Setting Trust staffing structure and pay levels					Informed			Informed	Accountable	Responsible	Consulted
	Setting approach to appraisal and performance management				Informed				Informed	Accountable	Responsible	Consulted
	Setting approach to staff appointment and dismissal, with regard to statutory requirements									Accountable and Responsible	Supported	Supported
	Appointment and line management of senior staffing roles including the Principal / Head of Centre									Accountable and Responsible	Supported	Supported
	Reviewing and setting the pay levels of the CEO		Accountable				Consulted		Responsible			
Setting the Trust's resource strategy		Accountable				Consulted			Consulted	Responsible	Supported	