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Settlement agreements in excess of £30000 (involving a member of the Trust Lead. Team but not CEO) Notification to ESFA if over £50000												
Settlement agreements in excess of £30000 (involving CEO) Notification to ESFA if over £50000												
Personnel - continued	CEO/EHT	CFO / COO	Board of Trustees (T)	Personnel and Appraisal (T)	Appeals Committee (T)	Finance, Audit and Risk Committee (T)		Head of School (HoS)	Local Advisory Body (LAB)	Academy Admin	Premises Manager / Caretaker	ESFA
Salary Issues Within Trust												
Authorise/Transfer monthly salary costs between bank accounts as all salary costs are taken from one bank account. Requires dual authorisation.										CFO/FO		
Adopt Pay Policy												
Make recommendations in relation to pay from Performance Appraisal of the EHT to the Personnel Appraisal Committee				Chair								
Consideration recommendations in relation to pay from Performance Appraisal for EHT				3 Non-staff trustees Only								
Make recommendations in relation to pay from Performance Appraisal of the Trust Leadership Team (TLT) to the Personnel & Appraisal Committee												
Consideration of recommendations in relation to pay from Performance Appraisal for Trust Leadership Team not including Hos (EHT, Trust SENCo, CFO, COO)				3 Non-staff trustees Only								
Make recommendations in relation to pay from Performance Appraisal for Heads of School									Chair			
Consideration of recommendations in relation to pay from Performance Appraisal for Heads of School				3 Non-staff trustees Only								
Make recommendations in relation to pay from Performance Appraisal for Staff									2+	CFO		
Consideration of recommendations in relation to pay from Performance Appraisal for Staff				3 Non-staff trustees Only					2+			
Consideration of Honoraria payments to Senior Leaders				3 Non-staff trustees Only					2+			
Consideration of Honoraria payments to teaching and non-teaching staff									2+			
Consider applications for Honoraria regrading from any employee				3 Non-staff trustees Only					2+			
Consider appeals against the initial committee's decision					3 members non-staff and other than those first hearing case							
Redundancy Issues												
Adopt Redundancy Procedure												
Determine the number and category of staff to be reduced						Provide financial and staffing information to Trustees						
Determine the criteria in making the selection												
Initial consultation with Trade Unions			Chair									

Consider applications for and agree criteria for voluntary redundancy				3 Non-staff trustees Only								
Consider representations from staff selected for redundancy				3 Non-staff trustees Only								
Consider appeals against the initial committees decision					3 members non-staff and other than those first hearing case							
General Issues												
Agree policy for Flexible working across the Trust												
Consider applications for Flexible working from employees				3 Non-staff trustees Only								
Review delegation of powers annually												
Approve appointments in writing										CFO		
Strategic	CEO/EHT	Trust Business Manager	Board of Trustees (T)	Personnel and Appraisal (T)	Appeals Committee (T)	Finance, Audit and Risk Committee (T)		Head of School (HoS)	Local Advisory Body (LAB)	Academy Admin	Premises Manager / Caretaker	
To formulate, agree and review Policies and Procedures												
To formulate, agree and review all Premises Development Plans on an annual basis										CFO		

* = LAB 2+ = Viking schools that are Ofsted rated 'Good' or better, recognised with outstanding Leadership & Management & capacity for improvement