

## Viking Academy Trust Scheme of Delegation: Terms of Reference

Part 2

| Fari 2   |         |  |   |                                      |                  |        |                                      |                                       |                         |                                    |                    |     |
|--|---------|--|---|--------------------------------------|------------------|--------|--------------------------------------|---------------------------------------|-------------------------|------------------------------------|--------------------|-----|
| Financial Responsibilities   | CEO/EHT | Chief Financial<br>& Operations<br>Officer<br>(CFOO) | Board of<br>Trustees (T)                    | Personnel<br>and<br>Appraisal<br>(T) | Committee<br>(T) |        | Director<br>of<br>Education<br>(DoE) | Trust<br>Business<br>Manager<br>(TBM) | Head of<br>School (HoS) | Local<br>Advisory<br>Body<br>(LAB) | Estates<br>Manager | DFE |
| Budget Management  |         |  |   |                                      |                  |        |                                      |                                       |                         |                                    |                    |     |
| Draft all initial budgets  |         |  |   |                                      |                  |        |                                      |                                       |                         |                                    |                    |     |
| Approve first budget plan  |         |  |   |                                      |                  | Ratify |                                      |                                       |                         |                                    |                    |     |
| Monitoring the budget  |         |  |   |                                      |                  | Chair  |                                      |                                       |                         |                                    |                    |     |
| Report on budgets to FAR (termly) with monthly monitoring for Chair of Board                                   |         |  |   |                                      |                  |        |                                      |                                       |                         |                                    |                    |     |
| Authorise virements and journal entries within each Academy up to £8,000                                       |         |  |   |                                      |                  |        | In absence of<br>CFO                 |                                       |                         |                                    |                    |     |
| Authorise virements and journal entries within each Academy between £8,000 and £10,000                         |         |  |   |                                      |                  |        | In absence of<br>CEO                 |                                       |                         |                                    |                    |     |
| Authorise virements and journal entries between £10,000 and £50,000 within each Academy                        |         |  |   |                                      |                  |        | CEO                                  |                                       |                         |                                    |                    |     |
| Authorise transactions within each Academy up to £8,000  |         |  |   |                                      |                  |        | In absence of<br>CFO                 |                                       |                         |                                    |                    |     |
| Authorise journals between academies for reimbursement for shared costs  |         |  |   |                                      |                  |        | In absence of<br>CFO                 |                                       |                         |                                    |                    |     |
| Review financial management arrangements annually  |         |  |   |                                      |                  |        | 020                                  |                                       |                         |                                    |                    |     |
| Exercise the powers of the Head where the Head is absent   |         |  |   |                                      |                  |        |                                      |                                       | deputy                  |                                    |                    |     |
| Provide updates to relevant Committee in relation to external grant funding                                    |         |  |   |                                      |                  |        |                                      |                                       |                         |                                    |                    |     |
| Responsibility for the Budget Setting & Monitoring software: HCSS/Access                                       |         |  |   |                                      |                  |        |                                      |                                       |                         |                                    |                    |     |
| Authorise BACS payment to payroll provider on behalf of the Board for payroll run                              |         |  | Chair in the<br>absence of the CEO<br>& DoE |                                      |                  |        | In absence of<br>CEO                 |                                       |                         |                                    |                    |     |
| Purchasing   |         |  |   |                                      |                  |        |                                      |                                       |                         |                                    |                    |     |
| Determine the internal distribution of budget between departments  |         |  |   |                                      |                  |        |                                      |                                       |                         |                                    |                    |     |
| Generate Orders  |         |  |   |                                      |                  |        |                                      |                                       |                         |                                    |                    |     |
| Authorise Orders up to £8,000 all order forms are signed by CFO/CEO/DoE (to check budget) and then HOS/EHT/DoE |         |  |   |                                      |                  |        | In absence of<br>CEO                 |                                       |                         |                                    |                    |     |
| Authorise orders between £8,000 and £10,000 order forms are signed by CEO/DoE?CFO and then CFO/CEO             |         |  |   |                                      |                  |        | In absence of<br>CEO                 |                                       |                         |                                    |                    | ı   |
| Authorise orders between £10,000 and £50,000 after receiving 3 written quotes                                  |         |  |   |                                      |                  |        |                                      |                                       |                         | LAB Chair 2+                       |                    |     |
| Authorise orders over £50,000 & request competitive tenders from minimum of 4 companies                        |         |  |   |                                      |                  |        |                                      |                                       |                         | LAB Chair 2+                       |                    |     |
| Arrange tenders  |         |  |   |                                      |                  |        |                                      |                                       |                         |                                    |                    |     |
| Open tenders   |         |  |   |                                      |                  |        |                                      |                                       |                         |                                    |                    |     |
| Take delivery of goods   |         |  |   |                                      |                  |        |                                      |                                       |                         |                                    |                    |     |
| Process invoices for payment   |         |  |   |                                      |                  |        |                                      |                                       |                         |                                    |                    |     |

| Financial Responsibilities                                      | CEO/EHT | Chief Financial &      | Board of     | Personnel    | Appeals   | Finance, Audit   | Director of | Trust Business | Head of School | Local Advisory | Estates | DfE      |
|---|---------|------------------------|--------------|--------------|-----------|------------------|-------------|----------------|----------------|----------------|---------|----------|
| Continued   | ,       | Operations Officer     | Trustees (T) | and          | Committee | and Risk         | Education   | Manager (TBM)  | (HoS)          | Body           | Manager |          |
|   |         | (CFOO)                 |              | Appraisal    | (T)       | Committee<br>(T) | (DoE)       |                | ,              | (LAB)          |         |          |
|   |         |                        |              | (T)          |           | (.,              |             |                |                |                |         |          |
| Bank Account  |         |                        |              |              |           |                  |             |                |                |                |         |          |
|   |         |                        |              |              |           |                  |             |                |                |                |         |          |
| Sign Cheques (Trust)  |         |                        |              |              |           |                  |             |                |                |                |         |          |
| Sign Cheques (Academy)  |         |                        |              |              |           |                  |             |                |                |                |         | <b></b>  |
| Retain cheque book safely                                       |         |                        |              |              |           |                  |             |                |                |                |         | <b></b>  |
| Reconcile funds   |         |                        |              |              |           |                  |             |                |                |                |         | ļ        |
| Income  |         |                        |              |              |           |                  |             |                |                |                |         | ļ        |
|   |         |                        |              |              |           |                  |             |                |                |                |         | <u> </u> |
| Collection of Income  |         |                        |              |              |           |                  |             |                |                |                |         | <u> </u> |
| Banking of Monies   |         |                        |              |              |           |                  |             |                |                |                |         |          |
| Verification of Banking   |         |                        |              |              |           |                  |             |                |                |                |         | l        |
| Premises Responsibilities                                       | CEO/EHT | <b>Chief Financial</b> |              | Personnel    | Appeals   | Finance,         | Director    | Trust          | Head of        | Local          | Estates | DfE      |
|   |         | Officer                | Trustees (T) | and          | Committee | Audit and        | of          | Business       | School (HoS)   | Advisory       | Manager | ı        |
|   |         | (CFOO)                 |              | Appraisal    | (T)       | Risk             | Education   |                |                | Body           |         |          |
|   |         |                        |              | (T)          |           | Committee        | (DoE)       | (TBM)          |                | (LAB)          |         |          |
|   |         |                        |              |              |           | (T)              |             |                |                |                |         |          |
| Lettings  |         |                        |              |              |           |                  |             |                |                |                |         | L        |
| Annual review of Lettings Policy                                |         |                        |              |              |           |                  |             |                |                | 2+             |         | L        |
| Review fees and charges when necessary                          |         |                        |              |              |           |                  |             |                |                | 2+             |         | <u> </u> |
| Ensure compliance with statutory regulations                    |         |                        |              |              |           |                  |             |                |                |                |         |          |
| Ensure all users have DBS/Risk                                  |         |                        |              |              |           |                  |             |                |                |                |         |          |
| Assessments and other checks as required                        |         |                        |              |              |           |                  |             |                |                |                |         |          |
| Review contracts on an annual basis or as required              |         |                        |              |              |           |                  |             |                |                |                |         |          |
| Building Issues   |         |                        |              |              |           |                  |             |                |                |                |         | -        |
| Daily room/site checks  |         |                        |              |              |           |                  |             |                |                |                |         | -        |
| Monthly/Termly Site reviews                                     |         |                        |              |              |           |                  |             |                |                |                |         | <b></b>  |
| Termly report to Head of School, Governors and trustees on site |         |                        |              |              |           |                  |             |                |                |                |         |          |
| Safeguarding/ Risk Management                                   | CEO/EHT | CF00                   | Board of     | Personnel    | Appeals   | Finance,         | Director    | Trust          | Head of        | Local          | Estates | DfE      |
| Responsibilities  |         |                        | Trustees (T) | and          | Committee | Audit and        | of          | Business       | School (HoS)   | Advisory       | Manager |          |
|   |         |                        |              | Appraisal    | (T)       | Risk             | Education   | Manager        |                | Body           |         | ı        |
|   |         |                        |              | (T)          |           | Committee        | (DoE)       | (TBM)          |                | (LAB)          |         | ı        |
|   |         |                        |              |              |           | (T)              |             |                |                |                |         |          |
| Investigate any financial irregularities                        |         |                        |              |              |           |                  |             |                |                |                |         |          |
| Day to day security of the building                             |         |                        |              |              |           |                  |             |                |                |                |         |          |
| Ensure compliance with CCTV regulations                         | -       |                        |              |              |           |                  |             |                |                |                |         |          |
| Annual review of Risk Assessments                               |         |                        |              |              |           |                  |             |                |                |                |         |          |
| Preparation and update of day to day risk assessments           |         |                        |              |              |           |                  |             |                |                |                |         |          |
| Annual review of Risk/Crisis Management Plan/Policies           |         |                        |              |              |           |                  |             |                |                |                |         | l        |
| Ensure all statutory inspections of equipment completed         |         |                        |              |              |           |                  |             |                |                |                |         |          |
| Annual Review of Safeguarding Procedure                         |         |                        |              |              |           |                  |             |                |                | 2+             |         |          |
| Monitor uptake of Safeguarding Update/ Training                 | İ       |                        |              | Ì            |           |                  |             |                |                |                |         |          |
|   |         |                        |              |              |           |                  |             |                |                |                |         |          |
| Approval of Single Central Register (Twice year)                |         |                        |              | Safeguarding |           |                  |             |                |                |                |         |          |
| rr  |         |                        |              | Trustee      |           |                  |             |                | l              |                |         |          |

| Administration Responsibilities  | CEO/EHT | CF00 | Board of<br>Trustees (T) | Personnel<br>and<br>Appraisal<br>(T) | Appeals<br>Committee<br>(T) | Finance, Audit<br>and Risk<br>Committee<br>(T) | Trust Business<br>Manager (TBM) | Head of School<br>(HoS) | Local Advisory<br>Body<br>(LAB) | Estates<br>Manager | DfE | CAM/IT | Clerk/GP |
|--|---------|------|--------------------------|--------------------------------------|-----------------------------|--|---------------------------------|-------------------------|---------------------------------|--------------------|-----|--------|----------|
| Record Keeping   |         |      |                          |                                      |                             |  |                                 |                         |                                 |                    |     |        |          |
| Ensure accurate management of pupil/children's records                             |         |      |                          |                                      |                             |  |                                 |                         |                                 |                    |     |        |          |
| Provision of up to date training and software                                      |         |      |                          |                                      |                             |  |                                 |                         |                                 |                    |     |        |          |
| Maintain inventory of assets   |         |      |                          |                                      |                             |  |                                 |                         |                                 |                    |     |        |          |
| Maintain inventory of capital assets over £1k                                      |         |      |                          |                                      |                             |  |                                 |                         |                                 |                    |     |        |          |
| Oversee correct disposal of assets   |         |      |                          |                                      |                             |  |                                 |                         |                                 |                    |     |        |          |
| Discuss and agree on depreciation and disposal of assets over £5k                  |         |      |                          |                                      |                             |  |                                 |                         |                                 |                    |     |        |          |
| Maintain up to date Data Protection Notice   |         |      |                          |                                      |                             |  |                                 |                         |                                 |                    |     | CAM    |          |
| Maintain and ensure renewal of all Licenses<br>(including software licences)       |         |      |                          |                                      |                             |  |                                 |                         | 2+                              |                    |     | IT     |          |
| Ensure compliance with Freedom of Information Act                                  |         |      |                          |                                      |                             |  |                                 |                         | 2+                              |                    |     | CAM    |          |
| Ensure compliance with Equal Opportunities<br>Act                                  |         |      |                          |                                      |                             |  |                                 |                         | 2+                              |                    |     |        |          |
| Ensure compliance with DDA Act   |         |      |                          |                                      |                             |  |                                 |                         |                                 |                    |     |        |          |
| Creation and review of register of pecuniary interests                             |         |      |                          |                                      |                             |  |                                 |                         |                                 |                    |     |        |          |
| Maintain register of Pecuniary Interests   |         |      |                          |                                      |                             |  |                                 |                         |                                 |                    |     |        |          |
| Ensure a register of pecuniary interests is maintained and updated by each academy |         |      |                          |                                      |                             |  |                                 |                         |                                 |                    |     |        |          |
| Notify HR / Finance Department of starters/ leavers/ employment changes            |         |      |                          |                                      |                             |  |                                 |                         |                                 |                    |     |        |          |
| Report on staff changes to Board on a termly basis                                 |         |      |                          |                                      |                             |  |                                 |                         |                                 |                    | •   |        |          |

| Personnel   | CEO/EHT   | CF00 | Board of<br>Trustees (T)                | Personnel<br>and<br>Appraisal<br>(T) | Appeals<br>Committee<br>(T) | Finance, Audit<br>and Risk<br>Committee<br>(T) | Director of<br>Education<br>(DoE)            | Trust Business<br>Manager (TBM) | Head of School<br>(HoS) | Local Advisory<br>Body<br>(LAB) | Estates<br>Manager | DfE |
|---|---|------|---|--------------------------------------|-----------------------------|--|--|---------------------------------|-------------------------|---------------------------------|--------------------|-----|
| Appointment of Executive Headteacher, Director of Education, Head of School and Deputy      |   |      |   |                                      |                             |  |  |                                 |                         |                                 |                    |     |
| Appointment of EHT (CEO)  |   |      | Agree to Recruit and Ratify Appointment | Part of<br>selection<br>Panel        |                             |  |  |                                 |                         |                                 |                    |     |
| Appointment of Director of Education / Head of School                                       | Selection<br>Panel                              |      | Agree to Recruit and Ratify Appointment | Selection<br>Panel                   |                             |  |  |                                 |                         | 2+                              |                    |     |
| Appointment of Trust Executive Leaders (VELT) e.g. CFO & HRD                                | Selection<br>Panel                              |      | Agree to Recruit and Ratify Appointment | Selection<br>Panel                   |                             |  |  |                                 |                         |                                 |                    |     |
| Appointment of SLT: Deputy Headteacher / Assistant  | Agree to<br>Recruit and<br>Ratify<br>Appointmen |      |   | May be part<br>of selection<br>Panel |                             |  | Selection<br>panel<br>(either CEO<br>or DoE) |                                 |                         | 2+                              |                    |     |
| Accept Resignation of EHT   | , i   |      | Chair                                   |                                      |                             |  |  |                                 |                         |                                 |                    |     |
| Accept resignation of Head of School  |   |      |   |                                      |                             |  | In absence of<br>CEO                         |                                 |                         |                                 |                    |     |
| Accept resignation of Deputy / Assistant Headteacher  |   |      |   |                                      |                             |  | 020  |                                 |                         | 2+                              |                    |     |
| Set CEO Salary  |   |      | Ratify                                  |                                      |                             |  |  |                                 |                         |                                 |                    |     |
| Set DoE, Head, Deputy, Assistant Salary   |   |      | Ratify                                  |                                      |                             |  |  |                                 |                         |                                 |                    |     |
| Determine job description/person spec for the post of EHT, DoE, Head, Deputy and Asssistant |   |      | For EHT                                 |                                      |                             |  |  |                                 |                         |                                 |                    |     |
| Select trustees to the panel to shortlist, interview and appoint                            |   |      |   |                                      |                             |  |  |                                 |                         |                                 |                    |     |
| Appointment of staff  |   |      |   |                                      |                             |  |  |                                 |                         |                                 |                    |     |
| Accept resignations for teaching and non-teaching staff                                     |   |      |   |                                      |                             |  |  |                                 |                         |                                 |                    |     |
| Determine all matters relating to appointment of staff                                      |   |      |   |                                      |                             |  |  |                                 |                         | _                               | _                  |     |
| Compliance with safer recruitment policies and procedures                                   |   |      |   |                                      |                             |  |  |                                 |                         |                                 |                    |     |
| Select the panel to shortlist, interview and appoint  | Leadership posts                                |      |   |                                      |                             |  | Leadership posts                             |                                 | School specific staff   |                                 |                    |     |

| Distriction (Disserted)  | 1 |               | 1            | 1                        |              | ı |                      |               | 1           | ı  |          |
|--|---|---------------|--------------|--------------------------|--------------|---|----------------------|---------------|-------------|----|----------|
| Disciplinary/Dismissal/ Grievance/Capability   |   |               |              |                          |              |   |                      |               |             |    |          |
| Adopt Employment procedures for the Trust as a whole   |   |               |              |                          |              |   |                      |               |             |    |          |
| Issue Verbal warning to EHT (CEO)  |   |               | Chair        |                          |              |   |                      |               |             |    |          |
| Issue verbal warning to Viking Executive Leadership (VELT) or Central Leaders  |   |               |              |                          |              |   |                      |               |             |    |          |
| Issue verbal warning to Head of School   |   |               |              |                          |              |   | In absence of        |               |             |    |          |
| Issue verbal warning to the Deputy / Assistant   |   |               |              |                          |              |   | In absence of        |               |             |    |          |
| Headteacher  |   |               |              |                          |              |   | CEO                  |               |             |    |          |
| Issue verbal warning to staff within each  |   | Central staff |              |                          |              |   |                      | Central staff | schoolstaff |    |          |
| Academy / central  |   |               |              |                          |              |   |                      |               |             |    |          |
| Issue written warning to the EHT (CEO)   |   |               | Chair        |                          |              |   |                      |               |             |    |          |
| Issue written warning to the Viking Executive Leadership (VELT) or Central Leaders   |   |               |              |                          |              |   |                      |               |             |    |          |
| Issue written warning to the Head of School  |   |               |              |                          |              |   | In absence of<br>CEO |               |             |    |          |
| Issue written warning to the Deputy / Assistant Headteacher within an Academy  |   |               |              |                          |              |   | In absence of<br>CEO |               |             |    |          |
| Issue written warnings to staff within each  |   | Central staff |              |                          |              |   |                      | Central staff |             |    |          |
| Academy / central  |   |               |              |                          |              |   | In absence of        |               |             |    |          |
| Suspend any teaching/non teaching staff within each Academy  |   |               |              |                          |              |   | CEO                  |               |             |    |          |
| Suspend EHT  |   |               | Chair        |                          |              |   |                      |               |             |    |          |
| Suspend Viking Executive Leadership Team / Central Leaders   |   |               |              |                          |              |   |                      |               |             |    |          |
| Suspend Head of School within each Academy   |   |               | Chair of LAB |                          |              |   | In absence of<br>CEO |               |             |    |          |
| Suspend Deputy / Assistant Headteacher within each academy   |   |               |              |                          |              |   | In absence of<br>CEO |               |             |    |          |
| Consider cases of Staff discipline referred by the Head within each Academy  |   |               |              | 3 members -<br>non-staff |              |   | In absence of<br>CEO |               |             | 2+ |          |
| Consider cases of discipline or capability against the Head of School within each Academy  |   |               |              | 3 members -<br>non-staff |              |   |                      |               |             | 2+ |          |
| Consider grievances against the EHT (CEO) / DoE  |   |               |              | 3 members -              |              |   |                      |               |             | 2+ |          |
| Consider grievances against the Head of School   |   |               |              | 3 members -<br>non-staff |              |   |                      |               |             | 2+ |          |
| Consider grievances against staff initially investigated by the EHT / Head of School   |   |               |              | 3 members -<br>non-staff |              |   |                      |               |             | 2+ |          |
| Consider appeals against Personnel Committee decisions   |   |               |              |                          | 3 members    |   |                      |               |             |    |          |
|  |   |               |              |                          | - other than |   |                      |               |             |    |          |
|  |   |               |              |                          | those first  |   |                      |               |             |    |          |
| Agree terminations of contract of employees on the grounds of medical capability   |   |               |              | 3 members -              | hearing case |   |                      |               |             | 2. | $\vdash$ |
| Agree terminations of contract of employees on the grounds of medical capability   |   |               |              | non-staff                |              |   |                      |               |             | 2+ |          |
| Settlement agreements up to and including £30000 (not involving the Trust Leadership Team)   |   |               |              |                          |              |   |                      |               |             | 2+ |          |
| Settlement agreements up to and including £30000 (involving a member of Trust Lead.Team but not CEO)                                   |   |               |              |                          |              |   |                      |               |             | 2+ |          |
| Settlement agreements up to and including £30000 (involving CEO)   |   |               |              |                          |              |   |                      |               |             |    |          |
| Settlement agreements in excess of £30000 (not involving the Trust Leadership Team) Notification to ESFA if over £50000                |   |               |              |                          |              |   |                      |               |             |    |          |
| 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  Salary Issues Within Trust   | CEO/EHT     | CF00         | Board of<br>Trustees (T) | Personnel<br>and<br>Appraisal<br>(T) | Appeals<br>Committee<br>(T)   | Finance, Audit and Risk Committee (T)          | Director<br>of<br>Education<br>(DoE) | Trust<br>Business<br>Manager<br>(TBM) | Head of<br>School (HoS) | Local<br>Advisory<br>Body<br>(LAB) | Estates<br>Manager | DfE |
|---|-------------|--------------|--------------------------|--------------------------------------|---|--|--------------------------------------|---------------------------------------|-------------------------|------------------------------------|--------------------|-----|
| Authorise/Transfer monthly salary costs between bank accounts as all salary costs are taken   |             |              |                          |                                      |   |  | In absence of                        |                                       |                         |                                    |                    |     |
| from one bank account. Requires dual authorisation.   |             |              |                          |                                      |   |  | CEO                                  |                                       |                         |                                    |                    |     |
| Adopt Pay & Reward Policy   |             |              | Ratify                   |                                      |   |  |                                      |                                       |                         |                                    |                    |     |
| Make recommendations in relation to pay from Performance Appraisal of the CEO to the  |             |              | Ratify                   | Chair of                             |   |  |                                      |                                       |                         |                                    |                    |     |
| Personnel Appraisal Committee   |             |              |                          | Trust                                |   |  |                                      |                                       |                         |                                    |                    |     |
| Consideration recommendations in relation to pay from Performance Appraisal for EHT   |             |              | Ratify                   | 3 Non-staff<br>trustees<br>Only      |   |  |                                      |                                       |                         |                                    |                    |     |
| Make recommendations in relation to pay from Performance Appraisal of the Trust<br>Leadership Team (TLT) to the Personnel & Appraisal Committee |             |              |                          |                                      |   |  |                                      |                                       |                         |                                    |                    |     |
| Consideration of recommendations in relation to pay from Performance Appraisal for Trust<br>Leadership Team not including Hos (EHT, VELT)       |             |              |                          | Ratify CEO<br>decision               |   |  |                                      |                                       |                         |                                    |                    |     |
| Make recommendations in relation to pay from Performance Appraisal for Heads of School  | With PA com |              |                          | with CEO                             |   |  | In absence of<br>CFO                 |                                       |                         | Chair                              |                    |     |
| Consideration of recommendations in relation to pay from Performance Appraisal for Heads of School  |             |              |                          | 3 Non-staff<br>trustees<br>Only      |   |  |                                      |                                       |                         |                                    |                    |     |
| Make recommendations in relation to pay from Performance Appraisal for Staff  |             | Central Team |                          | Oilly                                |   |  | In absence of                        | Central Team                          | school staff            | 2+                                 |                    |     |
| Consideration of recommendations in relation to pay from Performance Appraisal for Staff  |             |              |                          | 3 Non-staff<br>trustees              |   |  | HOS                                  |                                       |                         | 2+                                 |                    |     |
| Consideration of Honoraria payments to Senior Leaders   |             |              |                          | 3 Non-staff<br>trustees              |   |  | In absence of<br>CEO/ HoS            |                                       |                         | 2+                                 |                    |     |
| Consideration of Honoraria payments to teaching and non-teaching staff  |             |              |                          | Oilly                                |   |  | In absence of<br>CEO/ HoS            |                                       |                         | 2+                                 |                    |     |
| Consider applications for Honoraria regrading from any employee   |             |              |                          | 3 Non-staff<br>trustees<br>Only      |   |  | In absence of<br>CEO/ HoS            |                                       | From school staff       | 2+                                 |                    |     |
| Consider appeals against the initial committee's decision   |             |              |                          | Giny                                 | 3 members<br>non-staff and other<br>than those first<br>hearing case    |  |                                      |                                       |                         |                                    |                    |     |
| Redundancy Issues   |             |              |                          |                                      | modning oddo  |  |                                      |                                       |                         |                                    |                    |     |
| Adopt Redundancy Procedure  |             |              |                          |                                      |   |  |                                      |                                       |                         |                                    |                    |     |
| Determine the number and category of staff to be reduced  |             |              |                          |                                      |   |  |                                      |                                       |                         |                                    |                    |     |
| Determine the criteria in making the selection  |             |              |                          |                                      |   |  |                                      |                                       |                         |                                    |                    |     |
| Initial consultation with Trade Unions  |             |              |                          |                                      |   |  |                                      |                                       |                         |                                    |                    |     |
| Consider applications for and agree criteria for voluntary redundancy   |             |              |                          | 3 Non-staff<br>trustees<br>Only      |   |  |                                      |                                       |                         |                                    |                    |     |
| Consider representations from staff selected for redundancy   |             |              |                          | 3 Non-staff<br>trustees<br>Only      |   |  |                                      |                                       |                         |                                    |                    |     |
| Consider appeals against the initial committees decision  |             |              |                          |                                      | 3 members<br>non-staff and<br>other than<br>those first<br>hearing case |  |                                      |                                       |                         |                                    |                    |     |
| General Issues  |             |              |                          |                                      |   |  |                                      |                                       |                         |                                    |                    |     |
| Agree policy for Flexible working across the Trust  |             |              |                          |                                      |   |  |                                      | create policy                         |                         |                                    |                    |     |
| Consider applications for Flexible working from employees   |             |              |                          | Appeal                               |   |  | In absence of<br>CEO                 |                                       |                         |                                    |                    |     |
| Review delegation of powers annually  |             |              |                          |                                      |   |  |                                      |                                       |                         |                                    |                    |     |
| Approve appointments in writing   |             |              |                          |                                      |   |  |                                      |                                       |                         |                                    |                    |     |
| Strategic   | CEO/EHT     | CFOO         | Board of<br>Trustees (T) | Personnel<br>and<br>Appraisal<br>(T) | Appeals<br>Committee<br>(T)   | Finance, Audit<br>and Risk<br>Committee<br>(T) | Director of<br>Education<br>(DoE)    | Trust<br>Business<br>Manager<br>(TBM) | Head of School<br>(HoS) | Local Advisory<br>Body<br>(LAB)    | Estates<br>Manager | DFE |
| To formulate, agree and review Policies and Procedures  |             |              |                          | .,,                                  |   |  | In absence of                        | (.5)                                  |                         |                                    |                    |     |
|   |             |              |                          |                                      |   | I  | CEU                                  |                                       |                         |                                    |                    | 1   |