

Appendix 7 - Levels of Delegation (RHT Board, subcommittees and LGBs)

Note: these delegations must be read in conjunction with the Trust's Financial Regulations and the Department for Education's Academy Trust Handbook, which provide more and further detail. Please also read in conjunction with SoDA appendices 3, 4 and 5 for greater detail.

Levels of Delegation											
		<p>Key to delegation levels</p> <p>Responsible = ultimately responsible and accountable for the activity</p> <p>Propose/Challenge/Monitor = influences the decision-making process in various ways as appropriate to the activity</p> <p>Note - This only denotes the bodies ultimately responsible for an activity, not those responsible operationally for implementing associated policies, procedures and activities.</p>									
Focus	No.	Activity	Members	RHT Board of Directors	Academic Performance & Quality	Audit & Risk	Finance & General Purposes	Governance & People	Nominations	LGBs	Principal/ Headteacher
Central Services	1.1	To determine the scope of mandatory core services to be delivered by the company on behalf of its Academies		Responsible							
	1.2	To identify those additional services to be procured on behalf of the Academy in line with Trust Financial Regulations and financial limits as set out in Appendix 5								Responsible	
	1.3	To ensure centrally procured services provide value for money		Responsible		Propose/ Challenge/ Monitor	Propose/ Challenge/ Monitor				

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Finance	2.1	To develop and propose the academy budgets		Responsible			Propose/ Challenge/ Monitor				Propose/ Challenge/ Monitor
	2.3	To receive, review and recommend budget proposals and make recommendations to Directors					Responsible				
	2.4	To receive and approve revenue and capital budgets for academies on an annual basis		Responsible			Propose/ Challenge/ Monitor				
	2.5	To monitor monthly academy expenditure, financial reports and make recommendations as appropriate					Responsible				Propose/ Challenge/ Monitor
	2.6	To approve transfers between budget headings within the approved budget limits		Responsible			Propose/ Challenge/ Monitor				Propose/ Challenge/ Monitor
	2.7	To ensure the arrangements for collection of income, ordering of goods and services and payments.					Propose/ Challenge/ Monitor				Responsible
	2.8	To establish financial decision levels and limits (in consultation with Principal/Headteacher and LGB)		Responsible			Propose/ Challenge/ Monitor				
	2.9	To approve a Trust Charging and Remissions policy annually					Responsible				
	2.10	To implement the Trust Charging and Remissions Policy									Responsible
	2.11	To appoint the RHT Accounting Officer and Chief Financial Officer		Responsible							
	2.12	To enter into/approve contracts which relate to each academy in accordance with the financial limits set out in App. 5		Responsible			Propose/ Challenge/ Monitor				
	2.13	To approve capital maintenance spend within the agreed annual budget		Responsible			Propose/ Challenge/ Monitor				
2.14	Authorisation of a tender document before it is published		Responsible			Propose/ Challenge/ Monitor					

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Audit and Risk	3.1	Compilation and monitoring of the Academy risk register								Propose/ Challenge/ Monitor	Responsible
	3.2	To receive, review and make recommendations on each academy's risk register				Responsible					
	3.3	Recommend appointment of External Auditor after first accounting year		Responsible		Propose/ Challenge/ Monitor					
	3.4	Appoint External Auditor after first accounting year	Responsible								
	3.5	Evaluation of the performance of auditors (internal and external)		Responsible		Propose/ Challenge/ Monitor					
	3.6	Ensure all academy audit recommendations are implemented and report to Directors as appropriate				Propose/ Challenge/ Monitor					Responsible
	3.7	Ensure all central service audit recommendations are implemented and report to Directors as appropriate		Responsible		Propose/ Challenge/ Monitor					
	3.8	Approve, publish, and file the annual Directors' report and audited annual company accounts		Responsible		Propose/ Challenge/ Monitor					
	3.9	Trust Risk Management Policy		Responsible		Propose/ Challenge/ Monitor					
	3.10	Business Continuity Plan				Responsible					Propose/ Challenge/ Monitor

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Staffing	4.1	Head teacher/Principal appointment		Responsible				Propose/ Challenge/ Monitor		Propose/ Challenge/ Monitor	
	4.2	Other second and third tier Senior Leadership appointments						Propose/ Challenge/ Monitor		Propose/ Challenge/ Monitor	Responsible
	4.3	Appoint other Academy staff						Propose/ Challenge/ Monitor		Propose/ Challenge/ Monitor	Responsible
	4.4	Annual Pay Policy		Responsible				Propose/ Challenge/ Monitor			
	4.5	Pay discretions for staff awarded in line with budget limits and agreed pay scales						Propose/ Challenge/ Monitor		Propose/ Challenge/ Monitor	Responsible
	4.6	Disciplinary/Capability procedures						Responsible			
	4.7	Dismissal of Head teacher or Principal		Responsible				Propose/ Challenge/ Monitor		Propose/ Challenge/ Monitor	
	4.8	Dismissal of other academy staff						Propose/ Challenge/ Monitor		Propose/ Challenge/ Monitor	Responsible
	4.9	Suspending/Ending Suspension Principal/Headteacher		Responsible				Propose/ Challenge/ Monitor		Propose/ Challenge/ Monitor	
	4.10	Suspending/Ending Suspension other academy staff						Propose/ Challenge/ Monitor		Propose/ Challenge/ Monitor	Responsible
	4.11	Approval of staff severance payments agreements in accordance with the Academy Trust Handbook and seek approval from the ESFA where appropriate.		Responsible				Propose/ Challenge/ Monitor			
	4.12	Completion of the Headteacher's and Principal's appraisal and the setting of performance objectives.		Responsible				Propose/ Challenge/ Monitor		Propose/ Challenge/ Monitor	
	4.13	Determination of Head teacher's and Principal's salary and any pay awards		Responsible				Propose/ Challenge/ Monitor		Propose/ Challenge/ Monitor	
	4.14	Other academy staff appraisals and salary reviews						Propose/ Challenge/ Monitor		Propose/ Challenge/ Monitor	Responsible
	4.15	Responsibility for the quality of education provided across the institution				Propose/ Challenge/ Monitor				Propose/ Challenge/ Monitor	Responsible

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Curriculum and Quality	5.1	Development and implementation of a coherent and appropriate curriculum that meets the needs of children and young people			Propose/ Challenge/ Monitor					Propose/ Challenge/ Monitor	Responsible
	5.2	The provision of effective pastoral care to meet the needs of every child and young person			Propose/ Challenge/ Monitor					Propose/ Challenge/ Monitor	Responsible
	5.3	Delivering a highly effective religious education, where appropriate.			Propose/ Challenge/ Monitor					Propose/ Challenge/ Monitor	Responsible
	5.4	Monitor and seek reassurance of teaching standards								Propose/ Challenge/ Monitor	Responsible
	5.5	Responsibility for academy performance and outcomes								Propose/ Challenge/ Monitor	Responsible
	5.6	Responsibility for Trust performance and outcomes		Responsible	Propose/ Challenge/ Monitor						
	5.7	To develop, recommend and implement a College Strategic Development Plan that supports the delivery of the Trust's Strategic Development Plan (16-19 specific)								Propose/ Challenge/ Monitor	Responsible
	5.8	Academy Quality Improvement Plan			Propose/ Challenge/ Monitor					Propose/ Challenge/ Monitor	Responsible
Behaviour and attendance	8.1	Behaviour policy (excl. 16-19)/ management of behaviour								Responsible	Propose/ Challenge/ Monitor
	8.2	Behaviour and attendance data			Propose/ Challenge/ Monitor					Propose/ Challenge/ Monitor	Responsible

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Admissions	9.1	As the Admissions Authority review and determine all schools Admissions Policies		Responsible						Propose/ Challenge/ Monitor	Propose/ Challenge/ Monitor
	9.2	To implement and publish an School Admissions Policy									Responsible
	9.3	Establish an Independent Admission Appeals Panel, as needed								Responsible	Propose/ Challenge/ Monitor
Public Equality Duty	10.1	To review and determine the Trust Equality and Diversity Policy						Responsible			
	10.2	Equality objectives, equality action and disability accessibility action plans.		Responsible				Propose/ Challenge/ Monitor			
	10.3	Approve the equality objectives, equality action plan.		Responsible				Propose/ Challenge/ Monitor			
	10.4	Publish and keep under review, required information including Annual Gender Pay Gap Reports etc.		Responsible				Propose/ Challenge/ Monitor			
Premises and Insurance	11.1	Buildings insurance and personal liability					Responsible				
	11.2	Directors, Officers and LGB members liability insurance with Risk Protection Arrangements (RPA) are in place					Responsible				
	11.3	Estates strategy and annual estates plan		Responsible			Propose/ Challenge/ Monitor				
	11.4	Building maintenance in line with allocated budgets					Propose/ Challenge/ Monitor			Propose/ Challenge/ Monitor	Responsible

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Health and Safety	12.1	Trust Health and Safety Policy for the Trust and each of its Academies		Responsible			Propose/ Challenge/ Monitor				
	12.2	Compliance with health and safety regulations					Propose/ Challenge/ Monitor			Propose/ Challenge/ Monitor	Responsible
	12.3	Report on compliance with the Trust Health and Safety Policy		Responsible			Propose/ Challenge/ Monitor				
	12.4	First aid under relevant regulations									Responsible
	12.5	Educational visits								Propose/ Challenge/ Monitor	Responsible
School Organisation and Information	13.1	Academy Calendar								Propose/ Challenge/ Monitor	Responsible
	13.2	Academy day plan								Propose/ Challenge/ Monitor	Responsible
	13.3	Academy website effectiveness and compliance								Propose/ Challenge/ Monitor	Responsible
	13.4	Free School/College Meals								Propose/ Challenge/ Monitor	Responsible
SEND	14.1	Trust SEND provision and arrangements		Responsible							
	14.2	Academy SEND provision, arrangements, policy, procedures and published information		Responsible							

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Safeguarding	15.1	To approve a Trust wide Safeguarding Policy, Trust Safer Recruitment Policy and Trust Staff Code of Conduct		Responsible							
	15.2	Implementation of a Trust Safeguarding Policy, Trust safer recruitment policy and Trust Staff Code of Conduct.								Responsible	
	15.3	Appointment of 'designated' members of staff responsible for safeguarding (delegated to Principal/Headteacher)									Responsible
	15.4	Appoint a safeguarding lead on the Trust Board and on the LGB		Responsible						Responsible	
	15.5	To immediately inform the LGB Chair and CEO of the Trust about serious safeguarding issues									Responsible
	15.6	Receive periodic safeguarding monitoring reports.		Responsible						Responsible	
	15.7	Appoint a 'designated person' to support looked after children (delegated to Principal/Headteacher)									Responsible
Supporting Students with Medical Conditions	16.1	Ensure that arrangements are in place to support students with medical conditions are sufficient to meet statutory responsibility									Responsible
	16.2	Ensure a policy and relevant plans, procedures and systems are developed, implemented and made available.								Propose/ Challenge/ Monitor	Responsible

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GDPR/DP	17.1	Controlling IT systems, security and GDPR		Responsible		Propose/ Challenge/ Monitor					
	17.2	To approve the Trust Data Protection and Trust FoI Policy/procedures		Responsible		Propose/ Challenge/ Monitor					
	17.3	To implement and monitor the Trust Data Protection and FoI Policies									Responsible
	17.4	Compliance with FoI requirements									Responsible
	17.5	FOI Publication Scheme to be published on the Trust website as well as individual academy websites		Responsible							Responsible
Policies	18.1	To determine and schedule detailing those policies which will be developed by the Trust and mandatory for all Academies						Responsible			

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Governance Procedures	19.1	Appoint / remove Trust Members	Responsible								
	19.2	Appoint / remove directors (up to 5 directors can be appointed by Members in line with the Articles).	Responsible						Propose/ Challenge/ Monitor		
	19.3	Co-opt Directors		Responsible					Propose/ Challenge/ Monitor		
	19.4	Appoint / remove LGB members		Responsible				Responsible		Propose/ Challenge/ Monitor	
	19.5	Appoint / remove the Chairs of LGBs		Responsible				Responsible		Propose/ Challenge/ Monitor	
	19.6	Hold a full meeting at least 3 times in an academic year		Responsible						Responsible	
	19.7	Establish and implement a register of Business Interests for Board and LGBs and senior staff		Responsible				Propose/ Challenge/ Monitor		Responsible	
	19.8	Establish and implement a Gifts and Hospitality register for Board and LGBs, in line with the Trust's G&H Policy				Responsible					
	19.9	Establish and implement Standing Orders to regulate governance procedures		Responsible				Propose/ Challenge/ Monitor			
	19.10	Establish and implement a Trust Code of Conduct for Board and LGBs		Responsible				Propose/ Challenge/ Monitor			
	19.11	Establish a calendar of business		Responsible						Responsible	
	19.12	Ensure annual confirmation statement is made to Companies House		Responsible		Propose/ Challenge/ Monitor	Propose/ Challenge/ Monitor				
	19.13	To approve a Trust Directors'/Governors' Expenses Policy		Responsible				Propose/ Challenge/ Monitor			
	19.14	To ensure Get Information About Schools and Companies House (Trust Board only) is updated with any changes within the statutory 14 days		Responsible						Responsible	