

CIT Scheme of Delegation

This policy was approved by Trustees on: July 2020

Review: Annual

ELT Owner: Chief Executive Officer

The CIT Scheme of Delegation 2020 - 21

The Trust Board have two central responsibilities

- To make decisions/approvals related to a range of matters linked to the effective and efficient functioning of the Trust and thereby the achievement of its charitable objectives.
- To effect an oversight, accountability and assurance function related to matters of compliance, statutory guidance and to alignment with recognised best practice

The CIT Scheme of Delegation is designed to detail the decision /approval authorities delegated by the CIT Board of Trustees to its committees , to the Local School Boards of each of its schools , and to its employees .

The document should be read in conjunction with the CIT Assurances schedule which describes how the assurance responsibility is delivered by the Trust Board. This is a fluid document and will be updated as changes occur to the decision making arrangements.

Annex 1 indicates the governance requirements that are outlined in the DfEs Governance Handbook, Academies Financial Handbook and the Trust's Articles of Association. These requirements are met through the Scheme of Delegation and the Assurances Schedule.

Key -

	Power of approval/delegation of authority to
	Must be part of consultation process/recommended by. Named roles represent the lead in the process to secure relevant approval i.e. this person is responsible for preparing and recommending the work to the relevant approver/main person to consult
CFO	Chief Finance Officer
DPO	Data Protection Officer
DPP	Director of Pay and Performance
DOE	Director of Education
SOM	School Operations Manager
DGO	Director of Governance and Operations
CFT	Central Finance Team
FAE	Finance, Audit and Estates Committee
HR SG	Human Resources and Safeguarding Committee
QE	Quality of Education Scrutiny Committee

	Members	Board of Trustees	Board Committee	CEO	Executive Team (Other)	Headteacher	LSB
DECISIONS RE: TRUST VISION, VALUES, MISSION, STRATEGIC PRIORITIES AND KPIS							
Approve Trust's statements of Vision, Values and Mission							
Approve Trust's Strategic Development Priorities and associated KPIs							
EDUCATION DECISIONS							
Approve school curriculums							
Approve school self-evaluation							
Approve school educational targets			QE				
Approve school strategies for Pupil Premium expenditure					DOE		
Approval of school census information prior to DfE submission							
Pupil Exclusions							
The decision to issue a fixed term pupil exclusion							
The decision to permanently exclude, pending a disciplinary committee meeting							
Annual Education Reports							
Approval of Trust level annual Pupil and Sports Premium impact report			QE				
Approval of school annual Pupil and Sports Premium impact reports							
Approval of Trust level annual DSEN impact report			QE				
Approval of school annual DSEN impact report							
Safeguarding							
Approval of Trust level Safeguarding report to Local Safeguarding Children's Panel			HR SG				
Authority to take action required to ensure that all Safeguarding policies and procedures are being adhered to within the schools							
School Closures							
Decision to close for Health and Safety reasons							
OPERATIONAL DECISIONS							
New Schools							
Contact with RSC to discuss potential new school and initial preparatory work		Chair					
Approval to progress to due diligence							
Approval to sign MoU of transfer to CIT							

	Members	Board of Trustees	Board Committee	CEO	Executive Team (Other)	Headteacher	LSB
Risk							
Approve Trust-wide Risk Policy and risk appetite statement			All				
Approve the Trust-wide risk register			FAE				
Authority to take action required to ensure that all organisational risks are being effectively mitigated							
Approve the school risk register						(and SOM)	
Authority to take action required to ensure that all school level risks are being mitigated							
Estates and Assets							
Approve/reject proposals for the acquisition/disposal of land/buildings			FAE				
Approve major capital works and long-term building projects, based on annual conditions			FAE				
Health and Safety							
Authority to take action required to ensure that all Health & Safety policies and procedures are being adhered to at Trust level							
Authority to take action required to ensure that all Health & Safety policies and procedures are being adhered to within the schools							
Legal							
Authority to seek legal advice from CIT's procured solicitors		Chair				(required to notify DoE)	
Freedom of Information							
Authority to submit FOI responses on behalf of CIT					DGO		
Communications							
Approve all press responses identified as a risk to CIT's reputation (school and Trust level)		Chair					
Approve all press responses at Trust level		Chair					
Approve all press responses at school level							
Approve any commissioned writing/opinion pieces for external parties (e.g. articles, book chapters) from CIT employees							
Delegation to QA all school websites to ensure all are fully compliant with Ofsted and regulatory requirements							

	Members	Board of Trustees	Board Committee	CEO	Executive Team (Other)	Headteacher	LSB
Operational Value for Money							
Approve national value for money operational projects where the value exceeds the levels permitted for the executive team to approve as set out in Finance Policy			FAE		CFO		
FINANCIAL DECISIONS							
Staffing appointments							
Any staff hire with annual total salary over £100k per annum, permanent or temporary			HR SG		CFO		
Any Central staff hire outside of agreed budget					CFO		
Any school staff hire or salary increases outside of agreed budget					CFO DOE		
All school staff hire if part of agreed budget							
Staff reorganisations							
Any re-organisation exceeding £100k			FAE HR SG				
Any re-organisation up to £100k and involving staff consultation or potential redundancy costs			FAE				
Any re-organisation not involving staff consultation or potential redundancy costs							
Decisions to purchase supplies, services and works including leases (in budget)							
Expenditure over £50,000 (other than payroll expenditure)			FAE				
Expenditure over £25,000 and up to £50,000					As per Financial Handbook		
Expenditure over £15,000 and up to £25,000					As per Financial Handbook		
Expenditure over £10,000 and up to £15,000					As per Financial Handbook	As per Financial Handbook	
Expenditure up to and including £10,000					As per Financial Handbook	As per Financial Handbook	

Standard payments for payroll, pensions or Government agendas in relation to payroll or pensions – no monetary limits					(2 x Central Finance Team)		
Approval of CIF project plan			FAE				
Approval of any invoice regardless of value (providing plan has been approved by Trust Board)				if over £50K	CFO if over £50K		
		Board of Trustees	Committee	CEO	ELT Members (Other)	Headteacher	AAG
Decision to agree a lease (in budget) *all lease agreements longer than 7 years must obtain ESFA approval							
Lifetime value of £25k or more							
Lifetime value of over £5,000 and up to £25,000					CFO		
Lifetime value of up to £5,000							
Virements and budget variances and out of budget spend							
Out of budget expenditure up to £5,000					CFO		
Out of budget expenditure over £5,000			FAE		CFO		
School level increases in educational costs or staffing (outside budget)					DoE CFO		
School level within budget virements						(SOM)	
Authorise contracts (in budget)							
Any contract with a maximum value exceeding £100,000 or exceeding a five year term			FAE				
Any contract with a maximum value over £50,000 and up to a 5 year term			FAE				
Any contract with a maximum value between £5,000 (£10,000 for works) and up to £50,000 and up to a 5 year term					CFO		
When the contract is a Deed, involves a TUPE transfer, a Lease, an automatic roll-over/renewal, a CIT indemnity, a guarantee or warranty to a third party					CFO		
Any contract where the maximum value of the contract will be £5,000 (£10,000 for works) except where the contract is a Deed, involves a TUPE transfer, a Lease, an automatic roll-over/renewal, a CIT indemnity, a guarantee or warranty to a third party, and is a 1 year term or less					(Central Finance Team)		
Any supply to third parties (other than renting halls, or gym space and equipment)							

	Members	Board of Trustees	Committee	CEO	ELT Members (other)	Headteacher	LSB
Bank accounts							
Opening new bank accounts			FAE		CFO		
Expenses							
Approval of Trustee/Member expenses		CHAIR					
Approval of Chair's expenses		V CHAIR					
Approval of CEO expenses		CHAIR					
Approval of ELT expenses							
GOVERNANCE DECISIONS							
Approve amendments to Memorandum & Articles, subject to Charity Commission and DfE approval as appropriate							
Approve a Scheme of Delegation of powers from the Board to sub-committees and officers as appropriate							
Approve statutory Trust level sign off policies							
Authority to direct schools to comply with policy or statutory requirements							
Authority to approve matters reserved for Trust Board and committees in extenuating circumstances (see Board Approval for this)		CHAIR					
Appointment of Members							
Appointment of Trustees							
Appointment of Committee Chairs							
Appointment of LSB Chairs							
Appointment of LSB members							
Appointment of external auditor			FAE				
Internal Audit Plan			FAE				
Appointment of insurers							
Appointment of bankers and investment managers					CFO		
Receive the statutory annual accounts							
Approve the statutory annual accounts							
Approval to merge or separate LSBs							
Data Breaches							
Point of contact for all data breach notifications					DPO		
Lead on Data Protection breach investigations					DPO		

Report data breaches to ICO					DPO		
	Members	Board of Trustees	Board Committee	CEO	Executive Team (other)	Headteacher	LSB
Retrospectively assess the breach investigation and outcomes							
Report on outcome of breach to Board							
Communication point for pupils and parents in relation to data breaches							
Responsible for ensuring the security of the Trust's ICT infrastructure in relation to data breaches					DPO		
Decision and action on whether to report a data breach to the Education and Skills Funding Agency			FAE				
PEOPLE DECISIONS							
Trust level retention, development and recruitment							
Approve Trust-wide recruitment and development strategy (including Teaching School)			HR SG				
Approve annual cost of living pay award for all staff			HR SG		CFO		
Staffing structures (within approved budget)							
Approve staffing structure at Trust level (including Teaching School)			HR SG				
Approve staffing structure at school level							
Appointment and removal of							
CEO							
ELT members			HR SG				
Chair of the Board							
Central Team staff and SOMs							
Headteachers							
School Senior Leadership Team – on Leadership scale							
School Teaching staff including SENCo, DSL & SPOC and education support staff ²³ .							
School operations support staff							

	Members	Board of Trustees	Board Committee	CEO	Executive Team (Other)	Headteacher	LSB
Line Management of							
CEO		Chair					
ELT members							
Central Team staff and SOMs							
Headteachers					DOE		
School Senior Leadership Team							
School Teaching staff and education support staff.							
School operations support staff							
Approve/Monitor Pay Progression (including outcomes from external benchmarking) of							
CEO		Chair	HR SG		CFO		
ELT members			HR SG		CFO		
Central Team staff							
Headteachers					DOE		
School Senior Leadership Team					DOE		
School Teaching staff and education support staff					DOE		
School operations support staff					DOE		
Settlement Agreements							
All staff			HR SG				
Suspension of							
CEO		Chair	HR SG Chair				
ELT members			HR SG Chair				
Central Team staff			HR SG Chair				
Headteachers			HR SG Chair				

	Members	Board of Trustees	Board Committee	CEO	Executive Team (other)	Headteacher	LSB
School Educational Senior Leadership Team							
School Teaching staff and education support staff							
School operations support staff							
COMPLAINTS, HEARINGS AND PANELS							
Deal with formal parental or external complaints (Stage 2 of policy) against							
Chair of the Board			V Chair				
Trustees			Chair or V Chair				
CEO		Chair					
ELT members				If DPP is subject of complaint	DPP		
Central Team staff (including Teaching School)					DPP		
Headteachers					DPP		
School Senior Leadership Team							
School Teaching staff and education support staff							
School support staff							
Stage 3 parental or external complaints against...							
CEO/ELT members	Two Trustees plus 1 external panel member						
Central Team staff							
Headteachers							
School SLT	Chair or Vice Chair of LSB plus 1 Governor or ELT member plus 1 external panel member						
School staff	Chair or Vice Chair of LSB plus 1 Governor or ELT member plus 1 external panel member						
Disciplinary Hearing of...							
CEO			HR SG member				
ELT members			HR SG member				
Central Team staff including Teaching School							

	Members	Board of Trustees	Board Committee	CEO	Executive Team (Other)	Headteacher	LSB
Headteachers							
School Senior Leadership Team							
School Teaching staff and education support ³²							
School operations support staff							
Formal hearings for grievances claim made by (NEW POLICY REQUIRED TO ALIGN TO CURRENT TRUST ARRANGEMENTS)							
CEO	TBC	TBC	TBC	TBC	TBC	TBC	TBC
ELT members	TBC	TBC	TBC	TBC	TBC	TBC	TBC
Central Team staff	TBC	TBC	TBC	TBC	TBC	TBC	TBC
Headteachers					DOE		
School Senior Leadership Team					DOE		
School Teaching staff and education support staff					DOE		
School operations support staff					DOE		
Staff appeals from disciplinary							
CEO							
ELT members							
Central Team members							
Headteachers					DOE		
School Senior Staff					DOE		
School Staff					DOE		
Staff pay award appeals							
ELT			HR SG				
School Senior Leadership			HR SG				
School staff					DOE		
Central Team staff					ELT		
Director of Governance & Operations, Clerk to Trust Board, Executive PA			HR SG				
Other appeals							
Appeals against use of General Annual Grant							
Appeals against pooling of General Annual Grant							