

## SCHEME OF DELEGATION (SoD)

**Key**

<b>Level 1</b>	Members
<b>Level 2</b>	DET Trust Board (TB)
<b>Level 3</b>	TB Finance and Resources Committee (FRC)
<b>Level 3</b>	TB Audit and Risk Committee (ARC)
<b>Level 3</b>	TB Pay Committee (PAYC)
<b>Level 4</b>	Executive Headteacher (EHT)
<b>Level 5</b>	Local School Committee (LSC)
<b>Level 6</b>	School Headteacher (HT)
<b>R (Responsible)</b>	Those who do the work to complete the task or deliverable. There should be, at least, one Responsible person/body assigned, although others can assist in the work required.
<b>A (Accountable)</b>	<p>The one ultimately answerable for the correct and thorough completion of the task or deliverable, the one who ensures that the prerequisites of the task are met and who delegates the task or deliverable to those Responsible. An Accountable person/body must sign-off (approve) the work that Responsible provides.</p> <p>NOTE : Where Accountability is not specifically referenced (but Responsibility is), ultimate Accountability resides with the TB as it is accountable to the Secretary of State/Department for Education (DfE) for all actions/decisions. Where Accountability is shared, this reflects that the TB is accountable to the Secretary of State/Department for Education (DfE) for all actions/decisions, but that individual TB Committees may be accountable to the TB for certain actions/decisions. For example, ARC and FRC are accountable to the TB for review and approval of certain DET-wide policies, but the TB remains accountable to the DfE for all policies across DET.</p>
<b>C (Consulted)</b>	Those whose opinions are sought throughout the delivery process and with whom there is two-way communication.
<b>I (Informed)</b>	Those who are kept up-to-date on progress, often only on completion of the task/deliverable and with whom there is one-way communication.

**Notes**

**Members of all Committees should read the SoD in conjunction with the Terms of Reference for the relevant Committee.**

**Where decisions can be made at more than one level within the governance structure, the higher tier of governance has the ability to override the lower tier.**

Ref	Area	Decision	Freq'y	Delegation								Comments	
				Mem	TB	FRC	ARC	PAYC	EHT	LSC	HT		
<b>GOVERNANCE FRAMEWORK</b>													
1	P e o p l e	Members: Appoint and Remove	Ad-Hoc	R									
2		Trustees: Appoint	Ad-Hoc	R	R/A								TB can only appoint a Co-opted Trustee and those appointments require Member ratification at next meeting - Members are advised by email upon appointment to provide opportunity for any objections prior to Co-opted Trustee taking up post/being party to decisions/approvals etc.
3		Trustees: Remove	Ad-Hoc	R									
4		Role Descriptions for Members: Agree and Review	Annual	R									
5		Role Descriptions for Trustees/Chair/LSC Governors: Agree and Review	Annual		R					C			
6		LSC Parent Governors: Elect	Ad-Hoc		I					C	A	R	DET model is to have Parent Governors and not Parent Trustees.
7		TB Chair: Appoint	Ad-Hoc		R								
8		TB Chair: Remove	Ad-Hoc	R	R								
9		TB Committee Chair: Appoint and Remove (election by relevant Committee subject to ratification by TB)	Ad-Hoc		A	R	R	R	I				
10		LSC Chair: Appoint and Remove (election by LSC subject to ratification by TB)	Ad-Hoc		A					C	R	C	
		LSC Vice Chair: Appoint and Remove	Ad-Hoc								R/A		
11		Clerk to TB: Appoint and Remove	Ad-Hoc		R								
12		Clerk to LSC: Appoint and Remove	Ad-Hoc		R								
13	LSC Governors: Appoint and Remove	Ad-Hoc		R						R		Chair of LSC to recruit, appointments to be approved by TB.	
14	S y s t e m s a n d	Articles of Association: Agree and Review	Annual	R	A				C				
15		Governance Structure (Committees) for DET: Establish and Review	Annual		R/A				C				
16		Terms of Reference for TB Committees: Agree	Annual		R				C				
17		Skills Audit: Complete and Recruit (to fill gaps)	Annual		R/A					R		Each of TB and LSC is responsible for own Skills Audit	
18		Self-Review of TB and Committees	Annual		R/A								
19		Self-Review of LSC Performance	Annual		A						R		LSC Co-ordinator to update TB at meeting immediately following the outcome of the annual self-review.
20		Review Chair (of TB and LSC) Performance: Complete Review	Annual	R/A	R/A					C			TB Chair review is instigated by the TB Chair and output shared with Members and TB. LSC Chair performance is instigated by TB and output reviewed by TB.
21		Succession Planning (to include TB, LSC, Members, EHT and HT)	Annual	R/A	R/A					R/A	R/A	R/A	Each Governance level is responsible for its own succession planning and accountable for the Governance level beneath it.

22		Schedule of Business for TB: Agree	Annual		R/A				C	C/I			
23		Schedule of Business for LSC: Agree	Annual		A/C					R			
24	R e p o r t i n g	DET Governance details on DET and School Websites: Ensure	Annual		A		A		R		I	EHT responsibility delegated to Central Services Team (Trust Coordinator).	
25		School Governance details on School Website: Ensure	Annual		A		A		C	I	R	HT responsibility delegated to Central Services Team (Trust Coordinator).	
26		Register of all Interests, Business, Pecuniary for Members/Trustees/LSC Governors: Establish and Publish	Ad-Hoc		R/A					I	R	I	Register of Interests for Members, TB and LSCs maintained by Company Secretary.
27		Report on Performance of DET: Submit to Members and Publish	Annual		R					C			
28		Report and Accounts including Accounting Policies, Signed Statement on Regularity, Propriety and Compliance incorporating Governance Statement demonstrating Value for Money: Submit	Annual		A	R				C			
29		Report Work of LSCs: Submit to TB (and publish as required)	Termly		A				C	R	C	LSC Co-ordinator to update TB, as appropriate, as part of standing agenda item at each TB meeting.	

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<b>BEING STRATEGIC</b>												
30		To review and approve DET-level policies in accordance with the Approval Level_Originator Matrix.	Annual		R/A	R	R		C	I	C	Approval of DET-level policies is divided between TB, ARC and FRC.
31		To review and approve School-level policies in accordance with the Approval Level_Originator Matrix.	Annual		A				C	R	C	
32		Central Spend/Top Slice: Agree	Annual		R/A	C			C			
33		Management of Strategic Risk: Establish Register, Review and Monitor	Annual		R/A		R/A		C			Strategic Risk Register is owned, managed and approved by TB.
34		Management of Operational Risk: Establish Register, Review and Monitor	Annual		I		I		A	C	R	Operational Risks are managed by the Central Services Team (Trust Coordinator) in conjunction with the HT and referred to ARC.
35		Engagement with Stakeholders by Governance levels	Ad-Hoc		A				R	A	R	All verbal and written engagement with stakeholders must be pre-approved by EHT/HT as appropriate.
36		DET Vision and Strategy, Agreeing Key Priorities and Key Performance Indicators (KPIs) against which progress towards achieving the vision can be measured : Determine	Annual	I	R/A				C	I	C	
37		School Vision and Strategy: Determine	Annual		A				R	C	R	
38		Agreeing Key Priorities and KPIs against which progress towards achieving the vision can be measured: Determine	Annual		A				R	I	R	
39		EHT: Appoint and Dismiss	Ad-Hoc		R/A							
40		School HT: Appoint	Ad-Hoc		R/A				R	C		
41		School HT: Dismiss	Ad-Hoc		R/A				R	I		
42		Accounting Officer (EHT): Appoint and Dismiss	Ad-Hoc		R/A							
43		Budget Plan to Support Delivery of DET Key Priorities: Agree	Annual		R/A	R/A			R			EHT responsibility delegated to Central Services Team (Chief Financial and Operations Officer).
44		Budget Plan to Support Delivery of School Key Priorities: Agree	Annual		A	A			R	I	R	EHT responsibility delegated to Central Services Team (Chief Financial and Operations Officer). TB determines and monitors budget for DET and for each School. Each LSC and School is aware of spend vs. approved budget via regular financial reporting. The LSC does not have a monitoring role with regards budget, but does have responsibility for overseeing the spend and resultant outcomes of special grants, e.g. Pupil Premium.

45	DET Staffing Structure (Central Services and all Schools): Agree	Annual		R/A			R	C	I	C	TB responsibility is delegated to the Pay Committee.
46	School Staffing Structure: Agree	Ad-Hoc		A			A	R/A	I	R	Each School manages its own staffing structure subject to regular reporting to TB.

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				Mem	TB	FRC	ARC	PAYC	EHT	LSC	HT	
<b>HOLDING TO ACCOUNT</b>												
47		Auditing and Reporting Arrangements for matters of Compliance, e.g. Safeguarding, Health and Safety, Employment: Agree	Ad-Hoc		A		A		R	I	R	EHT responsibility delegated to Central Services Team (Trust Coordinator/Trust Estate Manager). HT informs LSC of the requirements. LSC monitors compliance with these requirements.
48		Reporting of Progress on Key Priorities: Action	Ad-Hoc		A				R	I	R	
49		Performance Management of the EHT: Complete	Semi-Annual		R							TB responsibility is delegated to EHT Performance Management Committee. With EHT agreement, objectives are shared with TB.
50		Performance Management of the HT: Complete	Semi-Annual		A				R	R		LSC responsibility is delegated to HT Performance Management Sub-Committee (of which the EHT is a member). With HT agreement, objectives are shared with LSC and TB.
51		Trustee Monitoring: Agree Arrangements	Annual		R				C		C	
52		LSC Member Monitoring (Local Governor visits etc.): Action	Annual		A					R	C	LSC Co-ordinator to update TB, as appropriate, as part of standing agenda item at each TB meeting.
53		LSC Overall Performance Monitoring: Agree Arrangements	Annual		R				C	C	C	
<b>ENSURING FINANCIAL PROBITY</b>												
54		Chief Financial and Operations Officer for delivery of DET's detailed accounting processes: Appoint	Ad-Hoc						R/A			
55		Auditors : Appoint and Re-Appoint	Annual	R	C		C					
56		DET's Scheme of Financial Delegation: Establish and Review	Annual		A	A			R			EHT responsibility delegated to Central Services Team (Chief Financial and Operations Officer).
57		School Scheme of Financial Delegation: Establish and Review	Annual		A	A			R		C	EHT responsibility delegated to Central Services Team (Chief Financial and Operations Officer).
58		External Auditors' Report: Receive and Respond	Annual	R	C	C	C		C			
59		EHT Pay Award: Recommend	Annual		R							TB responsibility is delegated to EHT Performance Management Committee.
60		EHT Pay Award: Agree	Annual		R			R				
61		HT Pay Award: Recommend	Annual		A				R	R		LSC responsibility is delegated to HT Performance Management Sub-Committee (of which the EHT is a member).
62		HT Pay Award: Agree	Annual		R/A			R/A	C			LSC HT Performance Management Sub-Committee advises Pay Committee.
63		Staff Performance Management Procedure: Review and Agree	Annual		A			R				

64	Teaching Staff Pay Progression: Review and Agree	Annual		A			C		C	R	HT reviews and determines Teaching Staff (Performance and) Pay progression prior to anonymised data being submitted to LSC (for information only) and to Pay Committee for review and to ensure equality, fairness, consistency etc.
65	Support Staff Pay Progression: Review and Agree	Annual		A			C		C	R	HT reviews and determines Support Staff (Performance and) Pay progression prior to anonymised data being submitted to LSC (for information only) to ensure equality, fairness, consistency etc.
66	Central Services Staff Pay Progression: Review and Agree	Annual		A			C	R			EHT reviews and determines Central Services Staff (Performance and) Pay progression prior to anonymised data being submitted to Pay Committee for review and to ensure equality, fairness, consistency etc.
67	Benchmarking and DET-wide Value for Money: Ensure Robustness	Annual		A	R			R/A			EHT responsibility delegated to Central Services Team (Chief Financial and Operations Officer).
68	School Benchmarking and Value for Money: Ensure Robustness	Annual		A	R			R/A	I	R	EHT responsibility delegated to Central Services Team (Chief Financial and Operations Officer).
69	DET-wide Procurement Strategies and Efficiency Savings Programme: Develop, Review and Approve	Annual		A	R			R/A			EHT responsibility delegated to Central Services Team (Chief Financial and Operations Officer).