



Human Resources Scheme of Delegation

December 2017

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Document Control

Date	Revision Amendment details	By whom
April 2017	Creation of HR scheme of delegation	Katyryna Zamulinskyj - Head of Human Resources
June 2017	HR Scheme of delegation revised	Katyryna Zamulinskyj - Head of Human Resources Alison Bardsley Director of Finance
August 2017	HR Scheme of delegation revised and agreed with Executive Leadership Team	Katyryna Zamulinskyj - Head of Human Resources
September - October 2017	Consultation with HGBs, LGBs, Headteachers	Philip Hamilton - CEO
November 2017	Final revision from consultation	Katyryna Zamulinskyj - Head of Human Resources Alison Bardsley Director of Finance
December 2017	Adopted by Board	
December 2018	Proposed date of review subject to statutory update as required	Katyryna Zamulinskyj - Head of Human Resources

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Introduction

The Human Resources Scheme of Delegation (HRSOD) sets out a framework of delegated powers between the Trust, HGB, LGB and Executive Headteacher/Headteacher to bring clarity to where decisions are made within the Trust. The delegated powers are broken down into different levels in line with the Trust's principles of governance, leadership and operation.

The different levels of delegated power are listed below but it should be noted that not every area requires all levels of delegated power to be defined. The HRSOD should be read in conjunction with the Terms of Reference for the relevant body. While the Scheme is designed to be comprehensive it will not cover every task.

The HRSOD has been through extensive consultation with all relevant bodies and is subject to annual review.

Trust Policies

The Trust Board approves HR policies on behalf of all schools in the Trust. There is no requirement for LGBs to approve these. LGBs must be aware of trust HR policies and implement them. All Trust HR policies can be found on the shared drives. Where a staffing policy has not yet been approved by the Trust then the pre-existing local authority version should be applied.

Definitions

Must	Where a MUST is defined it is necessary to have at least one person from the stipulated group
Should	Where a SHOULD is defined it is acceptable to have at least one person from the stipulated group
Could	Where a COULD is defined it is acceptable to have at least one person from the stipulated group only once MUST and SHOULD have been exhausted.

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Roles & Responsibilities within Community Academies Trust

Trust Board: Made up of directors with overall responsibility for the Trust. It delegates the power of pay, selection and dismissal in accordance with this Scheme of Delegation.

Remuneration Committee: A sub-committee of the main Trust Board and is responsible for determining executive salaries and performance criteria.

Chief Executive Officer (CEO): Holds overall statutory responsibility to Parliament and is held accountable by the Trust Board for outcomes across the Trust.

Executive Director (Education) (ED): Where required by the Trust, will support pay, selection & dismissal decisions according to process.

Executive Leadership Team (ELT): Is comprised of the trustees employed in the Trust. When required by the Trust, the ELT will support grievances, selection & dismissal decisions as well as appeals according to process. Has responsibility for Executive Headteacher/ Headteacher and central team appointments.

Local Governing Body (LGB): Will make appointment, dismissal and pay decisions for staff in their school. When required members support grievances, selection & dismissal decisions as well as appeals according to process, both in their own school and others in the Trust.

Education Advisory Board (EAB): Where a school requires intervention, the Trust may replace a Local Governing Body with an Education Advisory Board, which acts as a committee of the Trust Board. The EAB is responsible for pay, recruitment & selection and dismissal decisions according to process.

Hub Governing Body (HGB): Is comprised of representatives of the schools in a hub, being Executive/Headteachers, Chairs of LGBs and three members of the main Trust board. When required by the Trust, they will support grievances, selection & dismissal decisions and appeals, according to process.

Executive Headteacher/ Headteacher (EHT/HT): Leaders of their schools. Will support grievances, selection & dismissal decisions and appeals, according to the process.

School Leadership Team & School Business Manager: May have relevant authority delegated to them by the Executive Headteacher/Headteacher.

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Strategic Leadership Team (SLT): Responsible for the executive management of the Trust. When required by the Trust, will assist grievances, pay, selection & dismissal decisions as well as appeals according to process. The Trust Strategic Leadership Team Members are defined by the Governance Charter, but include all the ELT and the Head of HR.

Head of Human Resources (HoHR): Responsible for ensuring policy and processes regarding pay, selection and dismissal are effective and in place. Will monitor pay decisions and advise on recruitment & dismissal decisions according to process.

Appointments

All selection panels must contain at least two people, a minimum of three for leadership posts and comprise of one member who has successfully completed Safer Recruitment in Education Training.

Where a body of people (eg: LGB) is referenced below then one or more people may sit on the panel.

The CEO may nominate an alternative representative if he/she is unavailable to be part of a panel.

NB: Appointments that have not been budgeted for require approval from the EAB/LGB with advice from the Trust Business Support Services Team.

The Trust Human Resources Team is available for advice on the appointment process.

Post	Panel Members		
	Must	Should	Could
Chief Executive Officer	Directors		
Executive Director (Education)/ (Finance and Operations)	CEO + 2 Directors		
Executive Headteacher/ Headteacher	CEO or ED	Chair of LGB LGB/ EAB HGB	SLT When required CAT will seek advice from the DFE and/or LA
Staff on Leadership Scale	EHT/HT HGB	Chair of LGB LGB/ EAB	SLT
Other leadership posts e.g. TLR holders	HT School Leadership Team Member Line Manager	EHT LGB/ EAB Member	Staff from other schools in Trust
Teacher	HT Leadership Team Member	EHT	LGB/EAB Staff from other schools in Trust

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	Line Manager		
All other school posts	School Business Manager or Bursar School Leadership Team Member (if educational support role) Line Manager	EHT/HT	LGB/EAB Staff from other schools in Trust
Head of Central Service	ELT Director	SLT	Staff from other schools in the Trust
All other Central Services Staff	Head of Service Line Manager	SLT	Staff from other schools in the Trust

Signature of Letter Confirming Appointment or Dismissal

Contract templates cannot be edited unless approval is sort in writing from the Trust's Head of Human Resources.

Letters for school staff should be on School headed paper.

Letters for Executive Headteacher/ Headteacher or for central staff should be on Trust headed paper.

Post	Delegated Authority
Chief Executive Officer	Chair of Trust Board
Executive Director (Education)/ (Finance and Operations)	CEO
Executive Headteacher/Headteacher	ELT
Staff on Leadership Scale	EHT/HT
Other leadership posts i.e. TLR holders, Heads of House	EHT/HT
Teacher	EHT/HT
All other school posts Support Staff	EHT/HT
Head of Central Services	ELT

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All other Central Services Staff	ELT
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Dismissals

For all disciplinary cases and dismissal the following delegation model shall apply:
 All disciplinary and appeals hearings always require a three person panel.
 The decision to suspend an Executive Headteacher/ Headteacher must be made by a member of the Trust's Executive Leadership Team
 The decision to suspend must be made by the Executive Headteacher/Headteacher or Chair of the LGB for school appointments.
 For Trust appointments, the decision to suspend may be made by the Trust's Executive Leadership Team or the Chair of the Trust Board.
 Letters for school staff should be on school headed paper and for central staff on Trust headed paper.
 In all cases, advice must be sought from the Trust's Human Resources Team or the Executive Leadership Team.

- Disciplinary
- Capability (Professional Competence)
- Ill Health Capability and Absence
- Redundancy
- Some other substantial Reason

Posts	Dismissal Panel Members	HR Advice
Chief Executive Officer	Three directors (non-employed)	Independent
Executive Director (Education)/ (Finance and Operations)	CEO + Two directors (non-employed)	Independent
Executive Headteacher /Headteacher	CEO or ED Director	HoHR

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	LGB/EAB Chair	
Staff on Leadership Scale	EHT/HT LGB/EAB Chair HGB	Trust HR Team
Other leadership posts e.g. TLR holders	EHT/HT LGB/EAB Chair LGB/EAB	Trust HR Team
All other school posts	EHT/HT LGB/EAB Chair LGB/EAB	Trust HR Team
Head of Central Services	One ELT Two directors (non-employed members)	Independent
Central Team Members	One ELT Two SLT	Trust HR Team

Appeals

For all disciplinary cases and dismissal the following delegation model shall apply:

All disciplinary and appeals hearings always require always require a **three** person panel.

Letters of communication for school staff should be on School headed paper and for central staff on Trust Headed paper.

In all cases, advice must be sought from the Trust's Human Resources Team or the Executive Leadership Team.

- **Disciplinary**
- **Capability (Professional Competence)**
- **Ill Health Capability and Absence**
- **Redundancy**
- **Some other substantial Reason**

Posts	Appeal Panel Members	HR Advice
Chief Executive Officer	Three other directors (non-employed)	Independent
Executive Director (Education)/ (Finance and Operations)	Three other directors (non-employed)	Independent
Executive Headteacher/Headteacher	Two other directors	HoHR

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	LGB/EAB		
Staff on Leadership Scale	Two LGB/EAB HGB		HoHR
Other leadership posts e.g. TLR holders	LGB/EAB	If required, could also be LGB/EAB from other schools	Trust HR Team
All other school posts	LGB/EAB	If required, could also be LGB/EAB from other schools	Trust HR Team
Head of Central Service	One ELT Two directors (non-employed)		Independent
Central Team Members	One ELT Two SLT	If required, could also be LGB/EAB from other schools	Trust HR Team

Stage Three Grievance Appeal

This table is to be referred to once stage one and two of the Grievance Policy has been exhausted and stage three has been reached. All appeals always require a three person panel. Letters of communication for school staff should be on School headed paper and for central staff on Trust headed paper. In all cases, advice must be sought from the Trust's Human Resources Team or the Executive Team.

Grievance Against	Grievance Panel Members	HR Advice
Chief Executive Officer	Three directors (non-employed)	HoHR
Executive Director (Education)/ (Finance and Operations)	CEO Two directors (non-employed)	HoHR
Executive Headteacher/Headteacher	LGB/EAB Chair ELT HGB	HoHR

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Staff on Leadership Scale	LGB/EAB	Trust HR Team
All other school posts	EHT/HT LGB/EAB	Trust HR Team
All other Central Team Members	Two ELT One SLT	Trust HR Team

Other HR Levels of Authority & Delegation	
Function	Delegated Authority
Pay Decisions Trust Posts <ul style="list-style-type: none"> • Chief Executive Officer • Executive Director (Education) • Executive Director (Finance and Operations) • Head of Central Service • All other central posts School Posts <ul style="list-style-type: none"> • Executive Headteacher/Headteacher • Executive Headteacher/ Headteacher where a school is subject to 	<ul style="list-style-type: none"> • Remuneration Committee • Remuneration Committee • Remuneration Committee • Executive Director (Finance and Operations) • As per Green Book <ul style="list-style-type: none"> • LGB with advice from ELT • ELT

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<p>intervention</p> <ul style="list-style-type: none"> • School Leadership Posts • Teachers • All other school support posts • Award of a bonus 	<ul style="list-style-type: none"> • LGB/ EAB following advice from EHT/HT • LGB/ EAB following advice from EHT/HT • As per Green Book • Trust Board
<p>Staffing Restructures All restructures including Re-grading, Re-designation, new posts, changes to leadership structures</p> <p>Where staffing restructures result in redundancies</p> <p>Authorisation of early retirement payments</p>	<p>Advice must be sought from the Trust's Human Resources Team or ELT. LGB or EABs decide.</p> <p>ELT must sign off redundancy</p> <p>In line with the Discretions Policy</p>
<p>Authorisation of pension payments (early retirement, exercise of pension discretions, ill health retirement applications)</p>	<p>In line with the Discretions Policy</p>
<p>Determination of pay range for a Trust central team role</p>	<p>Remuneration Committee following recommendation by the CAT Pay Committee</p>
<p>Setting and review of Individual School Range (ISR) in line with School Teachers Pay and conditions Document (STPCD)</p>	<p>Remuneration Committee following recommendation by the CAT Pay Committee</p>
<p>Determination of Deputy Headteachers and Assistant Headteachers within their pay grade determined in line with the Individual School Range</p>	<p>LGB or EAB</p>
<p>Determining terms and conditions of service and Employment Contracts (with the exception of previous delegated authorities)</p>	<p>Trust Board</p>
<p>Determination of internal audits</p>	<p>Audit Committee</p>
<p>Approval of Trust Human Resources Policies, including Pay Policy</p>	<p>Trust Board</p>
<p>Implementation of Trust Human Resources Policies</p>	<p>LGB/ EAB/ SLT</p>
<p>Signature on collective agreement</p>	<p>CEO on behalf of the Trust Board</p>

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Severance Payments

Severance payments/Settlement agreements	Value	Delegated Authority
	Equal to or below contractual notice	ELT & HoHR
	Above contractual notice but below six months' pay (and below £50,000)	ELT & HoHR
	Above £50,000	Trust Board but only with prior approval from Education Skills Funding Agency via HoHR/ Executive Director (Finance and Operations)

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