

# Appendix 4

## HR Authority information Scheme of Delegation

### HR Levels of Authority

APPOINTMENTS	
<ul style="list-style-type: none"> <li>➤ All appointment panels should consist of at least 3 members.</li> <li>➤ All appointment panels should contain at least one member who has undertaken Safer Recruitment Training</li> <li>➤ The CEO may nominate an alternative representative if they are unavailable to make up a panel</li> <li>➤ Under certain circumstances, CEO may approach suitably qualified and experienced individuals with a view to taking up appointments at Executive Headteacher, Finance/HR and Commercial Directors/ Business Support Executive, Headteacher or other senior positions with a view to identifying their suitability for the position. In the event that their suitability has been determined, all such positions must be ratified by the PLT board. The PLT board may decide to formally interview, or may endorse the position.</li> </ul>	
Chief Executive Officer	Chair of Board (mandatory) Board (minimum of 3 members), non-voting co-optees/consultants as required
Executive Headteacher	CEO (mandatory) Board (minimum of 3 members), non-voting co-optees/consultants as required
PLT Finance/HR and Commercial Directors/ Business Support Executive or other senior leadership position of PLT	CEO (mandatory) Board member non-voting co-optees/consultants as required
Headteacher	CEO (mandatory) Board member Executive Headteacher (if any) Chair or Vice Chair of Academy Council non-voting co-optees/consultants as required
Directors of central functions of an Academy e.g. finance, HR	CEO (mandatory) Executive Headteacher, 1 other as determined by the CEO non-voting co-optees/consultants as required
Deputy Headteachers	Chief Executive Executive Headteacher Headteacher non-voting co-optees/consultants as required

<b>Assistant Headteachers and SLT Support Staff</b>	Headteacher Deputy Headteacher 1 other as determined by the Headteacher non-voting co-optees/consultants as required
<b>Head of Department / Faculty</b>	Headteacher Deputy Headteacher 1 other as determined by the Headteacher non-voting co-optees/consultants as required
<b>TLR Posts</b>	Headteacher (or nominated representative) Head of Department
<b>All other Teaching posts</b>	Headteacher (or nominated representative) Head of Department
<b>All Support Staff posts (other than SLT posts)</b>	Academy HR and Commercial Directors 1 other determined by Headteacher or Chief Operating Officer (Group posts below Director)
<b>Any posts outside the existing staffing structure</b>	CEOe Finance/HR and Commercial Directors

### DISCIPLINARY CASES AND DISMISSALS

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

#### Areas covered

- Disciplinary
- Capability (professional competence)
- Ill Health Capability
- Redundancy
- Some other substantial situation

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

Posts	Delegated Authority	Appeal
<b>Chief Executive Officer</b>	Chair of Board	Three Board members (external consultant if deemed appropriate)
<b>Executive Headteacher</b>	Board member OR CEO	Three Board members (external consultant if deemed appropriate)
<b>PLT HR and Commercial Director &amp; Finance Director or other senior leadership positions of PLT</b>	Board member OR CEO	Three Board members (external consultant if deemed appropriate)
<b>Headteacher</b>	Executive Headteacher OR Chief Executive	Board Members (external consultant if deemed appropriate)
<b>Deputy Headteacher and SLT Members</b>	Executive Headteacher OR Headteacher (CEO if necessary)	Board Members (external consultant if deemed appropriate)
		Chief Executive (external consultant if deemed appropriate)

<b>All other Academy posts</b>	Headteacher	Chief Executive Officer or Executive Principal (external consultant if deemed appropriate)
<b>All Finance posts</b>	Finance Director	HR and Commercial Director or Chief Executive Officer or Executive Principal (external consultant if deemed appropriate)

<b>GRIEVANCE</b>		
<b>Posts</b>	<b>Delegated Authority</b>	<b>Appeal</b>
<b>Chief Executive Officer/ Executive Headteacher</b>	Board Member	Chair of Board (external consultant if deemed appropriate)
<b>PLT HR and Commercial Director &amp; Finance Director or other senior leadership positions of SLT</b>	CEO	Board member (external consultant if deemed appropriate)
<b>Headteacher</b>	CEO OR Executive Headteacher	Board member (external consultant if deemed appropriate)
<b>Group and Curriculum Directors</b>	CEO or Executive Headteacher or HR and Commercial Director	CEO or Board member (external consultant if deemed appropriate)
<b>PA to HR and Commercial Director Business Support Executive</b>	CEO	Chief Executive Officer or Executive Principal (external consultant if deemed appropriate)
<b>Deputy Headteacher /SLT Member</b>	<b>Headteacher/Executive Headteacher</b>	Chief Executive Officer or Executive Principal (external consultant if deemed appropriate)
<b>All other Academy posts</b>	<b>Headteacher</b>	Chief Executive Officer or Executive Principal (external consultant if deemed appropriate)
<b>All Finance posts</b>	Finance Director	Executive Principal (external consultant if deemed appropriate)
<b>All other Group posts</b>	HR and Commercial Director	Executive Principal (external consultant if deemed appropriate)

<b>OTHER HR FUNCTIONS</b>	
<b>Function</b>	<b>Delegated Authority</b>
<b>Compromise agreements up to and including £10,000</b>	Executive Principal (of if none, Headteacher) and PLT Director of HR to agree terms

	CEO to sign
<b>Compromise agreements in excess of £10,000</b>	CEO or Executive Principal (or if none, Headteacher) and PLT Director of HR to agree terms Chair of Board to sign
<b>Compromise agreements in excess of £50,000</b>	Approval to be sought from the EFA/HM Treasury

<b>Signature of Letter of Appointments</b>	<b>Delegated Authority</b>
<b>Chief Executive Officer</b>	Chair of Board
<b>Executive Headteacher</b>	Chair of Board or CEO
<b>Headteacher</b>	CEO or Executive Headteacher determined by the CEO
<b>Business Group Posts</b>	PLT HR and Commercial Director
<b>All other posts</b>	Headteacher or Executive Headteacher or Director of HR if unavailable
<b>Collective Agreements</b>	Board (Chair of Board to sign)
<b>Teachers Pay – Threshold/UPS</b>	Executive Headteacher or Headteacher

<b>Function: Acting up Payments/Additional Payments</b>	<b>Delegated Authority</b>
<b>Chief Executive Officer/ Executive Principal</b>	Board on recommendation of Remuneration Committee
<b>Vice Principal</b>	CEO or Executive Headteacher
<b>All other Academy staff</b>	Headteacher on the advice of the PLT Director of HR
<b>All Business ‘Group’ posts</b>	CEO or Executive Headteacher or PLT HR and Commercial Director
<b>Any additional payment for external work, e.g. through Teaching Academy</b>	CEO or Executive Headteacher

<b>Function; Performance Management</b>	<b>Delegated Authority</b>
<b>Chief Executive Officer</b>	Chair of Board plus 1 other Board member
<b>Executive Headteacher</b>	CEO plus 1 other Board member
<b>EXEC Director</b>	CEO plus 1 other Board member
<b>Headteacher</b>	Executive Headteacher or, if none, CEO
<b>Curriculum Directors</b>	CEO plus 1 other Board member
<b>Deputy Headteacher</b>	Headteacher
<b>All other Group posts</b>	Director of service/line manager as agreed
<b>All other Academy posts</b>	In accordance with the list of agreed Reviewers approved by the Academy Headteacher

<b>Function</b>	<b>Delegated Authority to prepare plan</b>	<b>Approval</b>
Staffing restructures	CEO or Executive Headteacher	PLT

	Headteacher <b>and</b> Chair of Academy Council (working within financial parameters)	
	HR <b>and</b> Commercial Director	
Creation of permanent new posts with salary below £20,000	CEO or Executive Headteacher	PLT
	Headteacher <b>and</b> Chair of Academy Council (working within financial parameters)	
	HR <b>and</b> Commercial Director	

Function: Re-grading/Re-designation/increase in hours	Delegated Authority
Salaries in excess of £55,000	Board on the recommendation of the Remuneration Committee
Group salaries below £55,000	CEO or Executive Headteacher
Academy posts below £55,000	CEO or Executive Headteacher
Creation of permanent new posts with salary above £55,000	Board with salary recommendation from Remuneration Committee
Creation of permanent new posts with salary between £20,000 and £55,000	CEO
Creation of temporary new posts of up to 1 year	CEO on recommendation from Headteacher /PLT HR and Commercial Director or Executive Headteacher on recommendation from Headteacher/PLT HR and Commercial Director
Revisions to Pay and Conditions	Board
Decision to make Redundancies	Board on recommendation from Academy Council, CEO or Executive Headteacher and Director of HR
Authorisation of redundancy/early retirement payments	Director of HR so long as redundancies were approved by Board
Determination of CEO / Executive Principal pay range	Board on recommendation from Remuneration Committee
Determination of pay range for an individual with a salary in excess of £55,000	Board on recommendation from Remuneration Committee
Determination of pay range for an individual with a salary less than £55,000	CEO on the recommendation of the PLT Director of HR
Determination of pay progression of the CEO	Board on recommendation of .....
Determination of pay progression of the Headteachers	Executive Headteacher (or if none, CEO) reported to the Remuneration Committee and Board on the basis of performance management
Determination of pay progression of the Executive Directors	CEO
Determination of pay progression of Vice Principals within their pay grade	Headteacher reported to the Remuneration Committee and Board on the basis of performance management

<b>Determination of pay progression of Executive Principals</b>	Board on the basis of performance management
<b>Determination of pay progression of Curriculum Directors and Headteachers within their pay grade</b>	CEO recommendation to the Remuneration Committee to be agreed by the Board on the basis of performance management
<b>Determination of pay progression of teaching posts below Vice Principal within their pay grade (including threshold)</b>	Headteacher on agreement with Executive Headteacher, reported to the Academy Council on the basis of performance management
<b>Administration of employment contracts, pay and conditions of services (with the exception of previous delegated authorities)</b>	Director of HR (with reference to the CEO / Executive Headteacher, Headteacher or PLT HR and Commercial Director as appropriate)

N.B – Any other delegated authority not described above would need to be referred to the Board for a decision

The term 'Headteacher' will include any Acting Headteacher